WESTERN WYOMING COMMUNITY COLLEGE
BOARD OF TRUSTEES

REGULAR MEETING MINUTES
February 11, 2010

Trustees Present:
James Roth, President
Clark Stith, Secretary
Lynne Chadey, Treasurer
George Eckman
John Freeman

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Ken Fitschen, VP for Student Learning
Jackie Freeze, VP for Student Success Services

Trustees Absent:
Sandy Caldwell, Assoc. VP for Student Services
Carla Budd, Assoc. VP for Admin. Srvcs
Cecily Brunelli
Anna McClure
Jean Larsen
Mike Hart
Kandy Frink

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 7:50 p.m., Thursday, February 11, 2010, in Board Room 3060, President James Roth presiding.

B. Approval of Agenda
I. Trustee Freeman made a motion to approve both the consent and regular agendas as presented. Motion approved by vote.

II. REPORTS
A. Association of Student Government
None.

B. WWCC Senate
Ms. Cecily Brunelli, Assistant Professor of Composition, gave a brief report on behalf of the WWCC Senate. Ms. Brunelli reported that 69 people attended the Winter Party. Ms. Brunelli said that the Senate will begin work on reviewing the Maintenance Work Order process, the use of the Anna Baird Williams Reading Room and will also review the Horizontal Advancement policy and process. The Board thanked Ms. Brunelli for her report.

C. Paraprofessional Association
Ms. Anna McClure, Paraprofessional Association Chair, gave a brief report on behalf of the group. Ms. McClure stated that Dr. Leach presented a forum for the paraprofessionals at a recent meeting and answered various questions from the group. Ms. McClure said that upcoming events include a Valentine’s Day Bake
sale fundraiser and the Student Retention Committee’s Daycare Day. Ms. McClure said that the paraprofessionals will also participate in the WWCC Heart Walk. The Board thanked Ms. McClure for her report.

D. **Jean Larsen/Mike Hart – Information Technology**

Ms. Jean Larsen and Mr. Mike Hart gave the annual report for Information Technology. Ms. Larsen reported that the active admissions software was put into use in September and receives 300 to 250 applications each month from potential students. Ms. Larsen said that MustangCruiser will be integrated to work with active admissions. Ms. Larsen also said that the Colleague system will get an upgrade this year with the interface portion changing. Trustee Freeman asked if this system would be compatible with a statewide system if one is mandated. Ms. Larsen said that all the community colleges use Colleague and was unaware of any discussions to change the software.

Mr. Hart reported that there have been some large projects and some enhancements in the Information Technology department over the last year. Mr. Hart said that the wireless coverage has been expanded along with better organization of computer cables and related equipment. Mr. Hart also said that the need for IT services and support continues to grow especially in the areas of added workstations, the new surveillance camera system, athletic video streaming and media services. Mr. Hart said that the challenge is in creating a system that is both secure and user friendly. Mr. Hart said that the upgrade to Windows Vista has alleviated some of the security concerns including spyware and malware, and that a new software approval process has been established to allow employees a method to have specific programs approved. Mr. Hart also said that an employee computer competency course is being considered that would help staff with their computer skills as well as understanding security issues. Mr. Hart said that the challenge this year will be to connect the Wingate in such as way as to make it an extension of the main campus rather than duplicating equipment, programs and processes. The Board thanked Ms. Larsen and Mr. Hart for their reports.

### III. MINUTES

A. **Approval**

1. Trustee Freeman made a motion to accept the minutes of the January 12, 2010 meeting as presented. The motion was approved by vote.

### IV. FINANCIAL REPORTS/TRANSACTIONS

A. **Clearing Accounts and Electronic Funds Transfers**

Treasurer Chadey moved to ratify the Clearing Accounts as designated in the amount of $3,599,458.19 and the Electronic Transfers as designated in the amount of $4,032,386.16 for a grand total ratification of $7,631,844.35. Motion approved by vote.
Clearing Accounts

<table>
<thead>
<tr>
<th>Description</th>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>225654 through 227656</td>
<td>$2,762,565.85</td>
</tr>
<tr>
<td>Payroll</td>
<td>146767 through 147143</td>
<td>$276,851.83</td>
</tr>
<tr>
<td>Advices</td>
<td>018524 through 018693</td>
<td>$560,040.51</td>
</tr>
<tr>
<td><strong>Total - All Clearing Account Warrants</strong></td>
<td></td>
<td><strong>$3,599,458.19</strong></td>
</tr>
</tbody>
</table>

Electronic Funds Transfers

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

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$307,348.75</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
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</table>

**Credit Card Payments to US Bank Corporate Payment System**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
<td>$132,148.89</td>
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<tr>
<td>A/C# 147497000116</td>
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<td></td>
</tr>
</tbody>
</table>

(Includes December Credit Card EFT of $72,191.76 not presented at January meeting.)

**Bank to Bank Transfers**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Bank Northside Br.</td>
<td>US Bank - Cashed out CD</td>
<td>$2,034,360.31</td>
</tr>
<tr>
<td>1st Bank Northside Br.*</td>
<td>US Bank - Cashed out CD</td>
<td>$270,036.96</td>
</tr>
<tr>
<td>Commerce Bank</td>
<td>US Bank - Cashed out CD</td>
<td>$1,288,491.25</td>
</tr>
</tbody>
</table>

*Cashed CD $1,270,036.96 – Purchased new CD of $1,000,000.00 from 1st Bank Northside Br.

**Investment Transfers**

0.00

Total Electronic Funds Transfers $4,032,386.16

GRAND TOTAL FOR BOARD RATIFICATION $7,631,844.35

(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. **Course Fees 2010-11 (Moved to New Business Item #6)**

2. **Alcohol Violation Fee (Moved to New Business Item #7)**

3. **Approval of Sole Source Contract for Datatel Reporting & Operating Analytics**

One of most important aspects of higher education today is accountability and communication regarding successes and challenges. Our strategic planning and AQIP processes have helped to identify important directions and we know that we must identify and report consistent key indicators for the College that can be readily understood by all stakeholders. Our administrative database has a tremendous amount of...
information stored and we need the ability to more easily manipulate data and present information in a reader-friendly format. We are currently working to identify our key indicators and to make them accessible to everyone. Datatel provides a reporting and analytical system that will make pulling data much easier and will give us the ability to present information via a large number of standard and customizable dashboards and reports. These programs, along with our proposed Accountability Management System, Task Stream, will make providing timely and readily available reporting much easier to do. We have done a lot of research on tools that will facilitate the direction we need to go with reporting and have attended a number of demonstrations and workshops on the Datatel product. We believe that it will facilitate the work we need to do in identifying and reporting on key indicators and will allow us to continue, at least for the next few years, without having to hire additional staff to assist with the reporting function. Since these software programs are integrated with Colleague, there will be no extra interface needed; and they are also based upon industry standard that is adaptable to providing data externally to the Wyoming Community College Commission and other reporting agencies. We will get 110 pre-built dashboards and 55 out-of-the-box reports to begin our reporting. As with all programs of this type, it is relatively expensive, but we have an opportunity from Datatel to receive a credit for a software package we have decided does not meet our needs and save money by cancelling some reporting software that can be replaced with this system, and to spend some FY10 monies left from the Active Admissions implementation.

Cost of the Software License (one-time upon purchase only) $80,000
Annual Maintenance Fee (will be prorated for FY10) $20,000
Training and Implementation $72,360
(Depends on how much help we need, probably far less)
Total Max Cost $172,360

How we will cover the cost:

One-time expenses:

Datatel Credit from Active Alumni $45,000
(Budgeted FY10 unused portion of Active Admissions implementation)
Budgeted FY10 Software Consulting $20,000
One-time dollars that are available $47,360
Recurring expense: $20,000 will be off-set by at least $10,000 in savings from cancelled software we no longer need

Recommendation
To authorize the Administration to enter into a Sole Source contract with Datatel for Data Reporting and Analytics for a contract amount not to exceed $172,360.

4. Ratification of Form 303 Filing with the WCCC, Green River Center Renovation
At the January meeting of the Board of Trustees, Vice President Kelsey advised the Board that the Administration had to file WCCC Form 303 with the Wyoming Community College Commission in connection with the Board approving the bid submitted by A. Pleasant Construction Company for the renovation of the Green River Center. The filing is required because the renovation portion of the work exceeded $100,000. The architect’s initial cost estimate for the work was between $85,000 and $100,000. The form was duly filed with the WCCC in a timely manner (early January) so that the Commission can approve the project at their February meeting. As explained to the Board at the January meeting, the Commission will have no problem approving this request since no additional square footage is involved and no request for state aid is being made. A copy of Vice President Kelsey’s letter and Form 303 is included in the addendum.

Recommendation
To ratify the Administration’s filing of Form 303 with the Community College Commission in connection with the Green River Center renovation project.

5. Renewal of Food Services Contract
Currently the College offers three meal plans in Mitchell’s; 5, 10, and 18 meals per week. (The five meal plan is only good Monday through Friday). We are now being charged by Sodexho as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexho Charge</th>
<th>Flex Dollars Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Meals per Week</td>
<td>$4.37 per Contract Day</td>
<td></td>
</tr>
<tr>
<td>10 Meals per Week</td>
<td>$7.64 per Contract Day</td>
<td></td>
</tr>
<tr>
<td>18 Meals per Week</td>
<td>$8.65 per Contract Day</td>
<td></td>
</tr>
</tbody>
</table>

The College also offers meal plan options involving “flex” dollars which enable students to use a portion of their contract money on a cash basis in either the T-Rex Grill or in Mitchell’s Cafeteria. These meal plans are as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexho Charge</th>
<th>Flex Dollars Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Meal Plan</td>
<td>$8.65/Contract Day</td>
<td>$100/Semester</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$9.09/Contract Day</td>
<td>$150/Semester</td>
</tr>
<tr>
<td>12 Meal Plan</td>
<td>$8.65/Contract Day</td>
<td>$55/Semester</td>
</tr>
</tbody>
</table>
The College has negotiated the 2010-11 prices with Sodexo and agreement has been reached. The 2010-11 prices recommended are as follows and represent a 2.50% cost increase:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Meals per Week Plan</td>
<td>$4.48</td>
<td></td>
</tr>
<tr>
<td>10 Meals per Week Plan</td>
<td>$7.83</td>
<td></td>
</tr>
<tr>
<td>18 Meals per Week Plan</td>
<td>$8.87</td>
<td></td>
</tr>
</tbody>
</table>

Recommendation
To approve the 2010-11 contract meal plans charged to the College by Sodexo Food Services as stated above.

6. **Authorization to Seek Competitive Bids for Asphalt Crack Sealing, Patching and Seal Coating**

Every three years, the College contracts for the seal coating of its asphalt surfaces. Each year, the College contracts for crack sealing and patching of same. It is time once again to solicit competitive bids for the crack sealing, patching, and seal coating of the College’s asphalt surfaces. It is estimated that the cost to do this work will be $195,000. Major Maintenance funds are budgeted and available to pay for this work.

Recommendation
To authorize the Administration to solicit competitive bids for the crack sealing, patching and seal coating of the College’s asphalt surfaces as described above.

7. **Housing Fees, FY 2011**

In January or February of each year, the Board of Trustees considers rental rates for College housing for the upcoming year. Last year, the Board approved an across-the-board 3% academic year rent increase; a new “laundry fee”; and short term “summer” rates. The Administration is recommending no changes in housing fees from the 2009-10 levels. However, one new category is needed, a rate for rooms in the new, proposed residence hall (Wingate).

**Recommended FY 2011 Fall & Spring Rates**

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>FY 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement Suite Units (Double)</td>
<td>$966</td>
</tr>
<tr>
<td>Basement Suite Units (Single)</td>
<td>$1,932</td>
</tr>
<tr>
<td>Rocky Mt. Hall I Suite Units (Double)</td>
<td>$983</td>
</tr>
<tr>
<td>Rocky Mt. Hall I Suite Units (Single)</td>
<td>$1,966</td>
</tr>
<tr>
<td>Rocky Mt. Hall II Suite Units (Double)</td>
<td>$1,036</td>
</tr>
<tr>
<td>Rocky Mt. Hall II Suite Units (Single)</td>
<td>$2,072</td>
</tr>
<tr>
<td>Two Bedroom Apartment (Four)</td>
<td>$1,007</td>
</tr>
<tr>
<td>One Bedroom Apartment (Two)</td>
<td>$1,182</td>
</tr>
</tbody>
</table>
One Bedroom Apt. (Single) $2,297  
Wind River Hall Single Rooms $1,774  
**New** Residence Hall Suite Units (Double) $1,350

**Recommended FY 2011 Summer Rates**  
**Per Night**

**Short Term Rates**  
FY 2011  
Basements & Rocky Mt. Hall (Double) $20  
Basements & Rocky Mt. Hall (Single) $25  
Snowy Range, Wt. Mt. & Teton Apts. $30  
Wind River Hall Single Rooms $40

**Long Term Rates**  
Snowy Range, Wt. Mt., Teton, & Wind River 56% of Previous Semester Rate; Pro-Rated Per Night

**Laundry Fee** $25 Per Semester

**Recommendation**  
To approve the FY 2011 Housing Fees as set forth above.

8. **Authorization to Solicit Bids for New and Replacement Transfer Switches and Related Equipment**

The Administration has found it necessary to upgrade the College’s emergency power system on the Rock Springs campus. Emergency power is provided by a large diesel-powered generator. As a major part of this effort, it is necessary to replace several transfer switches and to add a new transfer switch in Rushmore Gymnasium. In addition to the transfer switches, some replacement panels and transformers will be required. Transfer switches in five areas of the College need to be replaced because they are outdated and parts are almost impossible to find. It is estimated that the cost to replace the outdated transfer switches and to add one transfer switch is $71,000. A minor upgrade to the diesel-powered generator is also needed but will be handled separately from this project. Monies to fund this project are budgeted and available in the Emergency Repair and Preventative Maintenance Account in the Plant Fund and in the One Mill Fund.

**Recommendation**  
To authorize the Administration to solicit competitive bids to replace several transfer switches and related equipment and to purchase and install a new transfer switch as described above.

9. **Increase in the FY 2010 Federal Fund Budget**

From time to time, it is necessary to increase the Federal Fund budget due to the acquisition of federal grants. The College has received two grants as follows:  
- INBRE Grant for $35,000  
- Alpine Glacier Grant for $7,000
As a result of the receipt of these grants, it is necessary to increase the FY 2010 Federal Fund budget by $42,000.

Recommendation
To increase the FY 2009-10 Federal Fund budget by $42,000, from $2,518,088 to $2,560,088.

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

C. New Business
1. Approval of Academic Leave, FY 2011
Board Procedure 4520 E provides for Academic Leave for faculty and professional/administrative employees. This procedure restricts the number of leaves to one (1) leave for every 15 faculty employees and one (1) leave for every 15 professional/administrative employees. This year, there were three applications for Academic Leave. All applications are from members of the faculty. Applications were filed by Sarah Pauley, Assistant Professor of Mathematics; Amy Critchfield, Technical Director/Assistant Professor of Theatre; and Carla Hester-Croff, Assistant Professor of Information Technology. The Leave of Absence Review and Evaluation Committee completed its review of the applications and recommended to the College President that Sarah Pauley be awarded Academic Leave for the Spring Semester of the 2010-11 year.

Ms. Sarah Pauley
Ms. Pauley plans to take two on-line courses (3 credits each) from the University of Western Florida during the Spring 2011 semester. The first course is Mathematical Modeling and Initial and Boundary Value Problems. The second course is Psychological Foundations for Education: Learning and Instruction. Ms. Pauley’s master’s degree was focused on graduate level math while the subject matter involved in the proposed Academic Leave is more focused on the educational aspect of teaching math at the college level.

Ms. Amy Critchfield
Ms. Critchfield’s proposal involves attending workshops and classes during the Fall 2010 semester that are intended to help her better utilize equipment, time, student workers, and computer applications. Her proposal also includes attending workshops on puppetry. The Committee did not recommend her for leave due to a lack of a concrete plan with a solid time commitment.

Ms. Carla Hester-Croff
Ms. Hester-Croff’s proposal involves aligning her on-line courses with the “Quality Matters” rubric. (The majority of the courses she teaches are on line courses.) Additionally, she proposed to submit at least two of the
courses she teaches to Quality Matters to obtain a certification of the quality of the courses and on-line components. The Committee did not recommend her for leave because the Committee believes that Quality Matters is already a requirement for on-line classes and the time requirement involved is not substantial enough to justify a leave.

Recommendation
It is recommended that the WWCC Board of Trustees approve an Academic Leave for the Spring 2011 semester to Ms. Sarah Pauley as partially described above and as fully described in her formal request for leave, and reject the requests for Academic Leaves proposed by Ms. Amy Critchfield and Ms. Carla Hester-Croff.

Dr. Leach gave an explanation of the Academic Leave applications and recommendation. Treasurer Chadey made a motion to approve an Academic Leave for Ms. Sarah Pauley, and to reject the requests for Academic Leave for Ms. Amy Critchfield and Ms. Carla Hester-Croff as described above. Motion approved by vote.

2. 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 they have started. It is our experience that students who start late are less likely to engage in the class and their college experience and are less likely to achieve a good grade in their courses. This topic was fully discussed and recommendations made from the Student Learning and Student Success Services Councils. The Administration is recommending revisions to this procedure to reflect a change in the late registration procedure from 7 class days to 3 with prorated block courses. This will generally mean that a student has missed no more than one class session of each of their classes 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. After much discussion regarding this issue, we have added a statement to the policy regarding how exceptions are handled.

Recommendation
None. First Reading.

3. 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 they have started. It is our experience that students who start late are less likely to engage in the individual class and their college experience, and are less likely to achieve a good grade in their courses. This topic was fully discussed and recommendations made from the Student Learning and Student Success Services Councils. The Administration is recommending revisions to this procedure to reflect a change in the add period from 7 class days to 3 with prorated 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. After much discussion regarding this issue, we have added a statement to the policy regarding how exceptions are handled.

Recommendation
None. First Reading

4. Revision of Board Policy and Procedure 4310 E “Overtime for Paraprofessionals” – Re-named: “Overtime for Non-Exempt Employees”

For at least 31 years, the College has had a policy and procedure governing the payment of overtime in compliance with the Fair Labor Standards Act. Recently, the Executive Council decided to present to the Policies and Procedures Committee a proposal to revise this policy and procedure to: change language and definitions to specifically reflect the language provided under the Fair Labor Standards Act; to expand the number of hours of compensatory time accumulation, and provide for annual payment for accumulated hours; to help the college manage overtime expenses more efficiently. New, proposed policy and procedures:

1. Changed the title to Overtime for Non-Exempt Employees from Overtime for Paraprofessionals. The title change reflects the employee classification as defined by the Fair Labor Standards Act.

2. Revised the policy statement to reflect the requirements under the Fair Labor Standards Act

3. Specifically sets forth the requirements under the Fair Labor Standards Act for payment of overtime or compensatory time to non-exempt employees who work over forty (40) hours in a workweek.
4. Sets forth the expectation for the granting of and use of overtime.

5. Provides that overtime must be approved in advance.

6. Provides that the use of compensatory time be taken within a reasonable time and must be used before taking vacation time.

7. Provides for an increase of accumulated compensatory time from forty-five (45) hours to 120 hours and specifies payment of any balance annually and upon termination.

8. Provides a definition of hours used for the calculation for overtime.

The Policies and Procedures Committee has unanimously approved this proposed revision. Also, the College Attorney, Ford Bussart, has reviewed and approved this proposed policy and procedure.

**Recommendation**

None, First Reading Only.

Associate Vice President Budd gave an explanation of the changes to the Overtime policy. A brief discussion ensued regarding concerns about the requirement to use Compensatory Leave before any other form of leave, workloads and budget concerns.


This is a new Policy and Procedure governing the use and placement of Video Surveillance on college property. This Policy and Procedure is proposed for the purpose of providing consistent guidelines regarding the use of video surveillance and to limit possible legal liability for the College in the absence of said policies and procedures. Policies and procedures from other Colleges were researched in order to develop a comprehensive policy and procedure for Video Surveillance. The new, proposed policy and procedure:

1. Provides for the right of the College to place video surveillance cameras where necessary and appropriate.

2. Defines the reason for and use of video surveillance systems at the College.

3. Outlines the process for placing video surveillance equipment and requiring the authorization of the College President.
4. Outlines the restrictions that apply to the camera placement in relation to privacy issues.

5. Prohibits the placement of “dummy” cameras.

6. Provides that the purpose of video surveillance is exclusively for campus safety and asset protection.

7. Appoints Protective Services the primary responsibility for monitoring the videos.

8. Provides that viewing of recordings be for the exclusive purpose of investigation of crime or serious campus policy violations and adjudication.

9. Provides for the process of storing, transporting and destroying the surveillance videos.

The Policies and Procedures Committee has unanimously approved proposed Policy and Procedure 3710H. Also, the College Attorney, Ford Bussart, has approved this proposed policy and procedure.

**Recommendation**

None, First Reading Only.

Associate Vice President Budd gave an explanation of the proposed policy and procedure. A brief discussion ensured regarding the viability of the video images in a criminal investigation, retention of the video images and the use of ‘dummy’ cameras.

6. **Reduction/Deletion of Course Fees**

By Policy 3810 A, the Board must approve all fees. Course Fees are part of specific credit courses to cover most of the cost of student-used “consumables,” i.e. typically supplies, repairs, and replacement. This year the only requests proposed are to reduce or delete fees; no fee increases are being proposed to meet the conditions for receiving federal ARRA (stimulus) funds.

<table>
<thead>
<tr>
<th>Course Name, Number, &amp; Manual Page</th>
<th>Present Fee Date Approval</th>
<th>Proposed Fee</th>
<th>Reason for Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduced Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This is a one-credit course that introduces students to the technologies and skills needed to succeed in an online course. Therefore, we want to encourage more students to take this course BEFORE taking a regular online course.

Other online courses will continue to have a fee, but this one course will no longer have a course fee.

Because we no longer offer videotaped courses, this fee can be deleted.

Changes go into effect for the 2010-11 academic year.

Recommendation
Approve the change in Course Fees for 2010-11.

Vice President Fitschen gave an explanation of the proposed course fee changes. Trustee Freeman made a motion to approve the fee changes. Motion approved by vote.

7. Approval of Fine for Alcohol/Drug Violations

For some time, an ad-hoc committee of college employees involved with alcohol and drug offenses on campus has been meeting to consider trends, research, and issues related to our current system for handling alcohol offenses. Our basic premise was that we were not doing enough to educate students about the dangers of binge and excessive drinking and drug use. The committee reached a number of conclusions: 1) our current policy with its two strike system is more punitive than that of other institutions and doesn’t give students a significant opportunity to understand the ramifications of their actions; 2) our current system does not allow for a significant educational component before the student is evicted from housing; 3) national trends in assessing fines to violators has shown some success in changing student behavior; 4) there is a need to broaden what we do to include offenses on campus in locations other than the residence halls. Based upon the research, the committee has decided to separate the response to alcohol and drug violations. For alcohol
offenders we will implement a three strike system, starting with a three-month probation and an educational component through the Student Development Center, along with a $100 fine. The second offense would be 9-month probation, a much more intrusive alcohol education program and a $250 fine. The third offense would result in eviction or suspension. Fines would be added to the student account and those who don’t pay within 30 days would be subject to the collection process. For drug violations, we will retain the two strike system with the first being a 9-month probation, intrusive drug education and a $250 fine. These violations are also always turned over to law enforcement. We believe that this system will allow for a greater educational component but will also inflict a certain amount of financial pain on the student, which will hopefully cause more awareness of the policy and related issues and a corresponding change in behavior.

Recommendation
Approve the Administrative recommendation to add the following fines for alcohol and drug offenses on-campus or at college-sponsored events held off-campus: first offense alcohol $100, first offense drug and second offense alcohol $250.

Vice President Freeze gave an explanation of the proposed fees. Trustee Freeman made a motion to approve the fines for alcohol and drug offenses as described above. Motion approved by vote.

8. Authorization to Submit Priority AARA Projects to the Wyoming Community College Commission

The Board of Trustees requires that all documents sent to the Wyoming Community College Commission be approved by the Board before they are sent. Moreover, this topic was discussed in the workshop prior to the meeting. In the February Board packet Board members received a prioritized listing of proposed major maintenance and renovation projects to be paid for with ARRA funds, approved by the WWCC Executive Council. As explained in the document given the Board, this listing of projects, together with "rough" cost estimates, represent the projects the Executive Council believes may be approved by the State of Wyoming Construction Management Office for funding under the American Recovery and Reinvestment Act of 2009. It is important that the College get information as soon as possible of what specific projects (or types of projects) the Construction Management Office will approve and what they won’t approve. Funding is available up to $2,734,000. The listing must first be sent to the Wyoming Community College Commission for action then the Commission staff in turn will send the listing to the Construction Management Office. Major maintenance projects important to the College, but not funded with the ARRA funds, may be funded
with regular Major Maintenance funds or from the Coal Lease Bonus funds as deemed necessary. Of course, the Administration will bring to the Board recommendations for specific projects once approved for funding by the Construction Management Office. Thus, at this time the Administration is only requesting approval to submit this listing for approval at the state level. No commitment is being made by sending in this listing. These listings can be subsequently revised if necessary and submitted for approval to the State.

**Recommendation**

To authorize the Administration to submit the listing of Major Maintenance & Renovation projects to the Wyoming Community College Commission.

Vice President Kelsey gave an explanation of the stimulus fund project listing. Trustee Freeman made a motion to authorize the Administration to submit the listing as described above. Motion approved by vote.


The Human Resources Office conducted a national search commencing in December, 2009 to fill the newly created position of Business Development Programs Administrator. The Human Resources Office received 27 completed applications for this position. The Professional Standards Board conducted 6 telephone interviews and 2 formal interviews. The Professional Standards Board unanimously recommends that Mr. Paul Thares be extended an employment contract for this position. Mr. Paul Thares holds a Bachelor of Arts Degree in Outdoor and Environmental Recreation from Central Michigan University in Mount Pleasant, Michigan and a Master of Science Degree in Business Service Management from Black Hills State University in Spearfish, South Dakota. Mr. Thares is currently employed as a Community Resource Development Agent with the University of Wisconsin Extension in Lancaster, Wisconsin. He has held this position for five years. Prior to this, he was employed as the Executive Director with Big Horn County Economic Development Corporation in Greybull, Wyoming. He held that position for two years. Mr. Thares contract details would be as follows: Annual Salary, $55,342.00 for a 10 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

**Recommendation**

To offer an employment contract to Mr. Paul Thares of Lancaster, Wisconsin for the position of Business Development Programs Administrator for the period May 3, 2010 through June 30, 2010.
Associate Vice President Caldwell gave an explanation of the employment contract. Trustee Freeman made a motion to offer an employment contract to Mr. Paul Thares as described above. Motion approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
Dr. Leach informed the Board that the Budget Calendar approved by the Board in January contained an error. Dr. Leach said that the disbursement date was listed as 1/28/10 when in fact should have been 7/28/10. Dr. Leach stated that each Board member was given a corrected copy.

Dr. Leach gave a brief legislative update, saying that the community college presidents are watching four bills and the budget. Dr. Leach said that the first of these bills concerns the WyIN program. Dr. Leach explained that the WyIN program is set to sunset soon and that the bill extends the program through 2015. Dr. Leach said that a bill has been introduced regarding the Endowment Challenge program that would allow community colleges to continue to solicit donations for a state match. Dr. Leach said that the state match portion would be ‘banked’ until funds are available. Dr. Leach said that the third bill concerns revenue for the community colleges. Dr. Leach reported that this bill would create a statewide mil levy and if it is successful, would lower the tax in the counties with a community college. Sweetwater County, for example, would see a decrease of 3 mils. Dr. Leach said that the bill raises some governance issues that would need to be addressed. Dr. Leach said that the last bill concerns Dual and Concurrent Enrollment. Dr. Leach explained that participation varies from high school to high school around the state, and the program itself has many inconsistencies from county to county. Dr. Leach said that the bill would address these issues.

Vice President Fitschen stated that the two grants which required the Board to approve budget increases are the INBRE grant and the Alpine Glacier project grant. Vice President Fitschen said that the INBRE grant allows research opportunities at the community college level and is unique in the nation. Vice President Fitschen said that the Alpine Glacier project is a two part study supervised by Craig Thompson. Vice President Fitschen went on to say that Mr. Thompson is collaborating with an instructor in Switzerland to study climate change on glaciers both in Switzerland and in the US.

Vice President Fitschen reported that two new articulation agreements were finalized recently. Vice President Fitschen said
that the agreements are with Ashford University in Minnesota and the other is with Mayville State University in North Dakota. Vice President Fitschen said that the agreements are for Early Childhood Education programs and provide degrees that meet Wyoming requirements.

Vice President Kelsey gave the Board a brief update on the Wingate property. Vice President Kelsey said that WWCC is in the due diligence period and has hired experts in different areas to review the property for potential problems. Vice President Kelsey said that the experts have found mold in the swimming pool area and that the seller has agreed to pay for the removal of that mold. Vice President Kelsey said that there are few minor issues that will need to be taken care of such as electrical issues and enhancing the hot water system to meet the need anticipated. Vice President Kelsey also said that the experts are conducting title searches and working with the city planner. Vice President Kelsey said that he is optimistic that the purchase will be completed soon.

D. Trustee Questions/Topics
President Roth stated that the March Board meeting would need to be changed to accommodate members wishing to attend the NLS in Washington, D.C. After a brief discussion, Trustee Eckman made a motion to move the March meeting to March 8, 2010. Motion approved by vote.

Trustee Freeman reported that the WACCT is pleased with the performance of Mr. Steve Bahmer and he believes that Mr. Bahmer will help to make the organization more viable.

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 no.

VII. FUTURE BUSINESS
A. February 16, 2010: 2010 Wyoming Community College Conference and Legislative Reception, Historic Plains Hotel, Cheyenne, Wyoming
B. February 17, 2010: WCCC Meeting, Laramie County Community College, Cheyenne, Wyoming
C. The ACCT National Legislative Summit has been rescheduled for March 10-12, 2010 in Washington, D.C.
D. March 11, 2010: Regular Board of Trustees Workshop; 6:00 p.m., Board Conference Room 3071, Rock Springs Campus.
E. March 11, 2010: 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 Roth adjourned the regular meeting at 9:35 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

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WWCC Board Secretary