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 7:15 p.m., Thursday, May 13, 2010, in the White Mountain Room of Aspen Mountain Hall, President James Roth presiding.

B. Approval of Agenda
1. Trustee Freeman made a motion to move New Business Items 2, 3 and 4 to the Consent Agenda and to accept both the regular and consent agendas as revised. The motion was approved by vote.

II. REPORTS
A. Association of Student Government
None.

B. WWCC Senate
Ms. Jennifer Allen, Assistant Professor of Computer Science, gave a brief report on behalf of the Senate. Ms. Allen reported that the Senate had held their final meeting for the 2009-2010 academic year where they completed discussions and actions on a few unfinished topics such as the remaining professional development funds. President Roth thanked Ms. Allen for her report and commended the WWCC Senate on their level of representation at the Board meetings.

C. Paraprofessional Association
None.
D. Leesa Lee – Business/OIS
Ms. Leesa Lee, Assistant Professor of Office Information Systems, gave the annual report for the Business/OIS division in the absence of Acting Division Chair Tom Coverdale. Ms. Lee reported that the Business division has hired two new faculty members, and economics instructor and a faculty member who has a Juris Doctorate and will be able to teach the Business Law course as well as other business courses. Ms. Lee stated that Jennifer Allen would be presenting information on the new Digital Design certificate program.

Ms. Allen reported that 17 students had completed the Introduction to Digital Design Technologies course, which was offered as a pilot course because the certificate program had not been approved. The certificate program was approved, and 35 students are enrolled in the introductory course this semester. Ms. Allen said that the certificate program is designed with ‘stacked’ courses that include both face-to-face and online students in the same class. Ms. Allen also said that the certificate is designed to supplement other degree programs. Ms. Allen said that the courses will be utilized by the Rawlins and Baggs school districts to allow their students to receive art or computer credit through dual enrollment programs.

The Board thanked Ms. Lee and Ms. Allen for their report.

E. Marlene Ethier – Nursing/Health Science
Ms. Marlene Ethier, Director of Nursing, gave the annual report to the Board. Ms. Ethier reported that the program has expanded to 80 students, which puts the program at its maximum capacity. Ms. Ethier reported that pass rates for WWCC students for the licensing exam are at state and national averages, which is below average for WWCC. Ms. Ethier went on to say that employment rates of WWCC Nursing program graduates remains at 100%, although the current economic conditions could affect that. Ms. Ethier reported that a new clinical method, that involves students working with patients afflicted with specific conditions. Ms. Ethier said that students are currently working with people who have had spinal cord injuries. Ms. Ethier reported that she does have a few concerns. Ms. Ethier said that retention is a major concern with a 33% attrition rate in the nursing program. Ms. Ethier said that she will be working on a retention program at the state level. Ms. Ethier said that another concern would be the end of WyIN funding program in 2016. Ms. Ethier went on to say that increased minimums on the state nursing exam and sustainability of outreach programs are also areas for concern. Ms. Ethier said that while outreach programs have sufficient faculty members, and the numbers of program applicants remains the same, the numbers of qualifying students in the outreach areas remains a concern.

Vice President Honaker asked how the conceptualized clinical program is being handled. Ms. Ethier said that they are done mostly through home health services with some others being personal contacts. Ms. Ethier said that it has been an effective teaching tool.

President Roth asked Ms. Ethier to clarify the program limitations in Kemmerer. Ms. Ethier explained that while there is a need for nurses in Kemmerer, there is not enough interest from potential students to have 8 students per year in a program at that outreach site, and that the community would not be able to employ 8 additional nurses each year. Ms. Ethier went on to say that Kemmerer nursing students either travel to Evanston or to Rock Springs. The Board thanked Ms. Ethier for her report.
III. EXECUTIVE SESSION – Personnel
Secretary Stith made a motion to recess the regular meeting to enter into Executive Session for personnel reasons. The motion was approved by vote.

The regular meeting was recessed at 7:50 p.m.

Trustee Freeman made a motion to reconvene the regular meeting. The motion was approved by vote and the regular meeting was reconvened at 10:45 p.m.

IV. MINUTES
A. Approval
1. Trustee Freeman made a motion to accept the minutes of the April 8, 2010 meeting as presented. Motion approved by vote.

V. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Chadey moved to ratify the Clearing Accounts as designated in the amount of $2,614,362.63 and the Electronic Transfers as designated in the amount of $458,078.21 for a grand total ratification of $3,072,440.84. Motion approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
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<tr>
<td>Vouchers</td>
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<td>Payroll</td>
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<tr>
<td>Advices</td>
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Electronic Funds Transfers

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

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

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<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
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**Bank to Bank Transfers**

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**Investment Transfers**

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Total Electronic Funds Transfers

$458,078.21

GRAND TOTAL FOR BOARD RATIFICATION

$3,072,440.84

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

VI. RECOMMENDED ACTION
A. Old Business
None
B. Consent Agenda

1. Authorization to Solicit Competitive Bids for Drainage Improvements

A significant drainage problem exists behind the College’s shipping and receiving/maintenance bay area. Water does not adequately drain to the storm drain and sand is not being trapped causing existing drainage lines to be plugged. This situation is creating standing water which is a safety concern and it is damaging the asphalt. The asphalt area in question (approximately 7,560 square feet in size) needs to be re-contoured so that the surface water flows adequately to the storm drain, a ring needs to be removed from the existing storm drain catch basin as the catch basin will need to be lowered, and a sand trap needs to be installed. Wilbert Engineering’s construction cost estimate for this project is $51,000. Major Maintenance Funds are budgeted and available to pay for this work. It is anticipated that this work will be completed by mid-summer.

Recommendation
To authorize the Administration to solicit competitive bids for drainage improvements as described above.

2. Early Release from Employee Contract: Ardyce Hill

Ardyce Hill, Coordinator of the Practical Nursing Program, is retiring this year. Her contract, therefore, would normally end on June 30, 2010. Ms Hill is asking to be released from her contract 2 weeks early on June 15, 2010, because she will be moving from the area with her husband who has been transferred. Policy 4230B, Resignations, is the applicable policy: “Resignations by professionals may or may not be accepted by the Board of Trustees.” The administration has no concerns regarding Ms. Hill’s request. Her salary will be prorated accordingly for the month of June. The College appreciates the work Ms. Hill accomplished in establishing the Practical Nursing program. Because of her dedication and diligence, both the State Board of Nursing and the National League of Nursing approved this new program. We wish her well in her retirement; she plans to continue her work with WWCC as an online adjunct instructor. Marlene Ethier, the Director of Nursing, will supervise the program during these 2 weeks. On July 1, 2010, a new coordinator will assume these duties.

Recommendation
To approve Ms. Ardyce Hill’s request for release from her contract on June 15, 2010.

3. Contract between WWCC and CDL College, LLC

WWCC has offered commercial driver training with different vendors and is currently operating through Wyoming Contractors Association on a case-by-case basis while the College looks for a more permanent provider. With the downturn in the economy and lower demand for driver training, the College has taken the time to research a suitable vendor. With the Dads Making a Difference group scheduled to complete a CDL class this summer and increased interest within industry and the public, CDL College will provide the service area with high quality commercial driver training in an on-going basis. The program consists primarily of the Novice CDL course, which prepares people to take the test for the license. Novice CDL is a credit course that is included in some technical degrees such as Industrial Safety. In addition to the
Novice CDL and customized contract training, WWCC has offered a variety of driver training including Class B CDL, Defensive Driving, and 15 Passenger Van & Vehicle Handling among others. These courses are taught through WWCC’s Workforce Development program, thus costs including tuition and fees are typically paid by the industry partners or students. Often these costs may be partially offset by financial aid or other sources including Department of Workforce Services funds. After several discussions with CDL College, the administration recommends entering into a one-year contract to use CDL College as a commercial driver training provider. The contract has been reviewed and approved by the College attorney. This one-year contract will begin May 14, 2010, and automatically renews annually with an ability to non-renew in writing with 30 days notice. The administration believes that CDL College will be a positive training partner that will provide outstanding commercial driver training and help Western meet a critical training need both for our students and for our local industries.

Recommendation
To authorize the administration to enter into a contract between Western Wyoming Community College and CDL College, LLC Aurora, CO, to provide Commercial Driver Training.

4. Authorization to Solicit Bids for Automotive Chassis Dynamometer
Policy 3200A states: For purchases $50,000 and above, “the College shall obtain competitive bids after having first obtained approval to go out for bids from the Board of Trustees.” The Automotive Technology program is proposing to add a chassis dynamometer to strengthen its program. A chassis dynamometer is a piece of equipment that the vehicle is driven onto, strapped down and then driven in place to simulate real world driving. A simple metaphor that explains what a dynamometer is a “treadmill for cars.” A modern chassis dyno provides a way for students to more accurately test and verify repairs made to vehicles in the shop. Modern computer control systems in today’s vehicles have the ability to thoroughly examine their own systems as the vehicle is being driven. Because none of the shop vehicles can be driven on the roads, since they are neither licensed nor insured for such driving, nor do we want the students driving shop vehicles on the public roads in a testing mode, we really have no good way for the students to fully verify repairs made. They currently cannot practice simulating the necessary conditions for diagnostic monitors on modern vehicles to be enabled. This is something they should know how to do to be effective automotive technicians, and in the real world they will be able to test drive vehicles on the streets for these purposes. A good chassis dynamometer can also be used to conduct every other manner of automotive experimentation from testing engine output under varying circumstances to tuning high performance vehicles for maximum efficiency and output. Students will be able to study the effects of something such as a plugged air filter, on the operation of the engine. They could even conduct experiments on the effectiveness of things such as aftermarket products that claim to increase engine performance or fuel economy. The learning possibilities for the students with this kind of equipment would be amazing. To summarize, a chassis dyno would not only enhance what we are currently doing in the auto program here at WWCC, but it will open up new possibilities for not just new classes in automotive technology but even new programs altogether. The dyno would be a significant upgrade for the auto technology
program because it would allow students to “road test” their results of their work—something that they will be required to do as automotive technicians. Moreover, we prefer an in-ground dyno system because it would integrate into the lab more easily and not require a lift. The goal would be to have this installed during the summer; the estimated cost is $50,000. The administration is asking permission to seek bids. This project is included in the list of projects related to the funds freed up in the 10 fund by the stimulus funds for growth.

Recommendation
To approve the solicitation of bids for an Automotive Chassis Dynamometer

5. Moved to New Business Item #14

6. Authorization to Solicit Competitive Bids for Phase I Fire Alarm System Upgrade for the Rock Springs Campus
The fire alarm system on the Rock Springs campus (the original system) is quite old now, is deteriorating rapidly, and needs to be replaced. It is a Gamewell system and the College desires to install a Simplex system. Panels will be replaced, new panels will be added and smoke and heat detecting devices will be replaced. This project has two phases. The first phase is to replace the system components. The second phase, which will be done at a later time, will be to replace the wiring. The Phase I part of the project will be paid for with federal funds under the American Recovery and Reinvestment Act of 2009 and has been approved by the State of Wyoming and the Wyoming Community College Commission. Phase II could be paid for with ARRA funds as well, pending the availability of funds. If ARRA funds are insufficient to fund Phase II, either state Major Maintenance Funds or Emergency Repair funds can be used. The estimated cost of Phase I of this project is $155,000.

Recommendation
To authorize the Administration to solicit competitive bids for the Phase I upgrade of the fire alarm system on the Rock Springs campus.

7. Authorization to Solicit Competitive Bids for Repair/Replacement of HVAC Variable Air Volume Boxes on the Rock Springs Campus
There are numerous variable air volume boxes associated with the HVAC system on the Rock Springs campus which are in need of replacement or major repair. These are the original VAV boxes installed during the mid-1980s and are a critical component of the College’s HVAC system. The estimated cost of this project is approximately $50,000. This project will be paid for with funds under the American Recovery and Reinvestment Act of 2009 and has been approved by the State of Wyoming and the Wyoming Community College Commission.

Recommendation
To authorize the Administration to solicit competitive bids for the repair and replacement of HVAC variable air volume boxes on the Rock Springs Campus.

8. Authorization to Solicit Competitive Bids to install single mode fiber at the Rock Springs and Green River Campus
The fiber that is in use at the Rock Springs and Green River campuses (multi mode 62.5nm) is not capable of handling data speeds greater than 1 GB, which
is the speed of the current network backbone. In preparation to upgrade the network to a 10 GB backbone, single mode fiber needs to be installed from the core room to all network cabinets, or wiring closets, for the entire network. Single mode fiber is capable not only of 10 GB speeds, but is rated at 100 GB and may handle even faster speeds as technology advances. Single mode fiber will be capable of handling the next two generations of network upgrades and possibly more, ensuring a long life for the money invested in the installation. The Administration would like to install single mode fiber from the core room to all wiring closets at the RSC and GRC campuses and to the wiring closets in the Housing buildings, excluding Aspen Mountain Hall (this fiber install will take place in another project). The estimated cost for the single mode fiber installation is $200,000.00. This project has been approved to be funded with ARRA fund money.

Recommendation
To authorize the Administration to solicit competitive bids to install single mode fiber at the Rock Springs and Green River campuses.

9. Bid Quotations, Six Blade Servers and Blade Server Chassis
At the April meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for six blade servers and a blade server chassis. Two servers are for the Datatel Recruiting system, one server for virtual servers to run on, and three servers to replace older servers. The blade chassis is required for blade servers to be installed at GRC. Bids were received from three firms. Below are the bid results:

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<tr>
<th>Company</th>
<th>Product Description</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zunesis Inc.</td>
<td>HP Blade Servers &amp; Chassis</td>
<td>$48,501.00</td>
</tr>
<tr>
<td>Centennial, CO</td>
<td>Storageworks system</td>
<td>$31,499.00</td>
</tr>
<tr>
<td>Microware Inc.</td>
<td>HP Blade Servers &amp; Chassis</td>
<td>$48,651.06</td>
</tr>
<tr>
<td>Ft. Meyers, FL</td>
<td>Storageworks system</td>
<td>$32,444.00</td>
</tr>
<tr>
<td>Sehi Computer Products, Inc.</td>
<td>HP Blade Servers &amp; Chassis</td>
<td>$50,034.06</td>
</tr>
<tr>
<td>San Clemente, CA</td>
<td>Storageworks system</td>
<td>$31,580.00</td>
</tr>
</tbody>
</table>

Bids were very close to the estimated total cost of $81,000 provided to the Board in April. It is critical to purchase the HP Blade Servers & Chassis now, as the completion of other projects is contingent upon the installation of these blade servers. Funds have been set aside to purchase them at this time. The Storageworks system is slated for funding using available end-of-biennium funds.

Recommendation
Accept the low bid from Zunesis, Inc for $48,501.00 for the HP Blade Servers & Chassis for purchase at this time, and to accept the low bid from Zunesis, Inc for $31,499.00 for the Storageworks system to be purchased contingent upon adequate end-of-biennium funds.

10. Centralized Banking Proposals
At the December meeting of the Board of Trustees, the Board authorized the Administration to solicit proposals from Rock Springs banks for centralized banking. The current banking agreement with US Bank expires on June 30,
2010. Three proposals were received by the College by the April 8th deadline. Proposals were received from US Bank, Bank of the West and from Wells Fargo Bank. A four member Committee reviewed and analyzed the proposals submitted. The Committee ranked the proposals as follows: 1st) US Bank; 2nd) Bank of the West and 3rd) Wells Fargo Bank. In the opinion of the Committee, US Bank submitted the best overall proposal and neither of the other two banks submitted a proposal that would cause the Administration to recommend a change. US Bank had the lowest fees and has offered to reduce their fees for the upcoming five year period by 20% from their fees currently charged. For the first three quarters of FY 2010, US Bank fees charged the College for centralized banking totaled $18,413.08, while interest earnings totaled $25,014.80. Wells Fargo Bank has offered the highest interest rate on bank balances, but their fees are the highest as well. Wells Fargo indicated that the College should not have to pay any fees because of their interest rate proposal. Bank of the West’s proposal was basically “middle of the road” and provided no advantage to the College. The proposed five year agreement, like the current agreement, allows the College or the Bank to terminate the agreement with 90 days written notice.

Recommendation
To award a five year contract to US Bank for centralized banking services for the period July 1, 2010 through June 30, 2015, per their proposal.

11. Increasing the FY 2009-10 Federal Fund Budget
From time to time, it becomes necessary to increase various College budgets, typically due to increased revenues. It is necessary to increase the FY 2009-10 Federal Fund Budget due to increased revenues in the following grants:

- Glacial Recession $ 7,000
- Maori Middins $ 7,000
- Gravel Terraces $ 7,000
- INBRE/BRIN $ 10,303
- Pell $960,000

Total Increase: $991,303

Recommendation
To increase the FY 2009-10 Federal Fund budget by $991,303, from $2,560,088 to $3,551,391.

12. Authorization to Solicit Competitive Bids for Unit G Roof Replacement
The Unit G roof is one of our last remaining original roofs. It is leaking and needs to be replaced. This roof is over areas such as the University of Wyoming, Chemistry Lab, and Western Archaeological Services. This is a project funded by federal monies under the American Recovery and Reinvestment Act of 2009 and has been approved by the Wyoming Community College Commission and the State of Wyoming. The estimated cost for this work is $55,000. It is anticipated that the Board will consider bids at the July meeting of the Board and that the work will commence about August 1st.

Recommendation
To authorize the Administration to solicit competitive bids for the replacement of the Unit G roof as described above.
13. **Donation of 63 Chair Desks to Sweetwater County School District #1**

The College has 63 chair desks in the Evanston program which are no longer needed. Sweetwater County School District #1 desires to use 20 of these chair desks in Wamsutter and they will use 43 in Rock Springs.

**Recommendation**
To donate 63 surplus chair desks to Sweetwater County School District #1.

14. **Authorization to Solicit Competitive Bids for Flooring Replacement**

One of the last remaining areas that the Administration has considered for carpet replacement with brick tile is the hallway that extends from Rushmore Gymnasium to the Technology and Industry hallway. The carpeting in the area is badly damaged and needs to be replaced. Because there are almost no faculty offices nor classrooms adjacent to this area, the Administration desires to replace the damaged carpet with brick tile. Some Board members might remember that this same replacement was made a few years ago in the hallway commencing at the Children’s Center and ending at the Weight Room. Brick tile is much more cost effective over the long run than is carpet. The brick tile is very attractive and looks good for many, many years. The estimated cost to complete this project is $52,000. Major Maintenance funds are budgeted and available to pay for this work. Bid results and a recommendation will be available at the June Board meeting. If approved, this project should be completed by mid-August.

**Recommendation**
To authorize the Administration to solicit competitive bids for the replacement of carpeting with brick tile as described above.

15. **Acceptance of ABE-GED Service Delivery Grant**

Western applied for and was awarded an ABE-GED Service Delivery Grant through the Wyoming Department of Workforce Services under the American Recovery and Reinvestment Act of 2009. The focus of this grant is to provide core workforce services that help job-seekers identify basic skill gaps and provide job-seeking support services (resume’ preparation, interviewing skills, job searching, etc.) to enter into, retain, or advance in self-sustaining employment. The ABE-GED Service Delivery Grant will be used to provide employment services operations at the Rock Springs Campus in cooperation with the ABE-GED Education Center, the Career and Placement Center and the Student Development Center. The expected beneficiaries include unemployed job-seekers, persons who are employed but looking to advance in employment, persons in need of a GED, employers who need an educated and trained workforce, and English as a Second Language job-seekers who need to assess transferable skills and skills gaps to enter or compete in the job market. The project budget includes salary for a part-time professional Employment Success Advisor, funds for job skills assessment and testing, job search workshops, seminars, and support groups for job-seekers, and referrals to employers for job openings. Total grant funds in the amount of $55,962 were awarded to Western Wyoming Community College. The ABE-GED Service Delivery Grant will be expended by May 15, 2011.
Recommendation
To accept the ABE-GED Service Delivery Grant in the amount of $55,962; to give authority to spend the monies for the purposes as specified in the grant; and to increase the federal fund by $55,962.

16. Authorization for the College’s legal counsel to begin discussions with legal counsel for the High Desert Interpretive Visitor Center (HDIVC) regarding land ownership and usage for the HDIVC’s future building site

The High Desert Interpretive Visitor Center was originally proposed by the Rock Springs Chamber of Commerce approximately 10 years ago. The HDIVC will serve as a hub for tourism by providing an overview of Sweetwater County. Planned exhibits will feature regional recreation sites, high desert wildlife, local industries, agriculture, fossils, geological features, Native American sites, western history, and more. Following a feasibility study, a College property site was selected based on its location along the I-80 corridor. With easy access for east and west bound interstate traffic, the HDIVC could draw over 30,000 visitors annually. The HDIVC site will include access roads, parking lots, utilities, and a building containing exhibit space, meeting space, a gift shop, and offices occupied by Sweetwater County Travel and Tourism staff. A feasibility study and conceptual designs have been completed the HDIVC. A consultant has been hired to seek funding for construction through designation of the Flaming Gorge Scenic Byway as an All American Road. It is important for the HDIVC to determine land ownership and usage of the future building site before the grant application is filed after December 2010.

Recommendation
To authorize WWCC’s legal counsel to begin discussions with legal counsel for the High Desert Interpretive Visitor Center regarding land ownership and usage for the future building site.

17. Extinguishment of Bad Debt, Sweetwater BOCES

State law provides that public entities must adopt procedures regarding the collection and extinguishment of bad debts. The College has adopted such procedures and has implemented same for several years. These procedures provide direction for discharging debts due the College, which the College deems uncollectible. In 1989, the College joined with Sweetwater County School District #1 to establish the Sweetwater County BOCES (SBOCES) for the purposes of providing Adult Basic Education and General Education Diploma opportunities for the benefit of the Sweetwater County residents. In 1991, Sweetwater County School District #2 joined the Sweetwater County BOCES to extend these services to the remainder of the county. The partnerships within the SBOCES have been very successful throughout the years. At times the business processes between the entities have been conducted quasi-informally via conversations, emails, and phone calls. In 2008-2009, the SBOCES implemented consistent business processes for requests for grant funding and notification of grant acceptance with all of its business partners. Because these standard and consistent business processes were not in place prior to 2008-2009, the College continued providing Peer Tutoring services which were previously funded by the SBOCES. For the 2008-09 year, the College Business Office billed SBOCES $10,388.06 for services rendered by the College’s Peer Tutor Center. The services were rendered by the College, but apparently there was not adequate agreement between the College and
s SBOCES regarding this service. Because the formal request was not made via the newly established procedures and because the SBOCES Board had apparently not granted funding for this service, the Director of SBOCES does not believe that SBOCES should pay for the services rendered. The College President is of the opinion that the debt associated with this particular billing should be extinguished and that all future grant requests shall follow the established SBOCES grant request process. Additionally, the responsibility for compliance with these processes will remain the Grants Accounting function of the College’s Business Services Office.

Recommendation
To declare the bad debt referenced above totaling $10,388.06 as uncollectible and to discharge and extinguish it as an accounts receivable of the College.

18. Bid Quotations, Aspen Mountain Hall Parking Lot Construction – Moved from New Business Item #2
At the March meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for the construction of a parking lot at Aspen Mountain Hall. The construction cost estimate provided by JFC Engineers is $254,000. Bids were received by two local firms as follows: A. Pleasant Construction, Green River, Wyoming in the amount of $154,186.00 and DeBernardi Construction, Rock Springs, Wyoming in the amount of $161,832.75.

Recommendation
To accept the low bid submitted by A. Pleasant Construction Company, Green River, Wyoming, in the amount of $154,186, per bid specifications, for the installation of a parking lot at Aspen Mountain Hall.

19. Authorization to Submit Additional ARRA Projects to the Wyoming Community College Commission – Moved from New Business Item #3
At the February meeting of the Board of Trustees, the Board approved a listing of projects to be funded with monies provided under the American Recovery and Reinvestment Act of 2009. The State Construction Office did not approve all of the projects the College submitted because they had concerns that for one reason or another they did not meet the federal guidelines. (All the colleges had projects rejected.) Below are two projects projected to cost at least $100,000 not submitted originally that we have indications from the State Construction Office will be approved. With the submission of these two projects, WWCC will have enough projects to spend the entire allocation of ARRA funding allocated. The Fire Suppression System project will be initiated depending on the availability of adequate to at least do a portion of the project. This project involves extending the fire sprinkler system to some older, original parts of the campus, including “faculty row” and adjacent classrooms. Of these two projects, the Welding Shop Ventilation Project is of higher priority.

- Phase II Welding Shop Ventilation Project: Estimated Cost: $182,000
- Extension of Fire Suppression System: Estimated Cost: Variable: Depending on how far the system is extended. Range from $150,000 to $500,000.
Recommendation
To authorize the Administration to submit the Phase II Welding Shop Ventilation Project and the Fire Suppression System Extension project to the Wyoming Community College Commission for approval for ARRA funding.

20. Selection of Architectural Firm for New Science Laboratory – Moved from New Business Item #4
State-wide advertising was completed in late April for professional architectural services. Four firms submitted proposals and three firms were interviewed. The three firms that were interviewed included: GSG Architecture, Casper, WY; Plan One Architects, Rock Springs, WY; and Tobin & Associates, Cheyenne, WY. The selection committee interviewed the three firms, together with Dennis Egge from the State Construction Office. The selection committee is of the opinion that Plan One Architects is best suited to design and oversee the new science laboratory. The committee’s recommendation was presented to the State Construction Office for approval and written approval has been secured. Plan One’s fee for these services is $105,000, plus reimbursable expenses. The architectural expenses will be paid with federal ARRA funds. The architectural agreement to be used was prepared by the State Construction Office and has been approved by the College’s attorney.

Recommendation
To retain the services of Plan One Architects, Rock Springs, Wyoming, to render professional architectural services for the design and oversight of the construction of the proposed new science laboratory as described above.

Trustee Freeman made a motion to move Consent Agenda Item #5 to New Business as a result of the earlier Executive Session and to approve the Administration’s recommendations on the consent agenda as amended. The motion was approved by vote.

C. New Business
1. FY 2010-11 Tentative Budget
Wyoming Statutes require that Western Wyoming Community College’s governing board review the Tentative Budget by May 15th of each year. The budget is presented for discussion purposes only; the Board is not required to take any action. The tentative budget is included in the addendum. In the budget summary section, commencing on page 6, the Board will find a comparison of FY 2009-10 actual revenues and expenditures for each fund of the College through April 20, 2010, together with the Tentative FY 2010-11 Budget. The Board of Trustees has the opportunity to meet in workshop session again, if desired, and offer comments and direction to the Administration.

Recommendation
None. No action required. Discussion Only.

Vice President Kelsey gave a brief summary of the tentative budget saying that this is the largest negative redistribution of funds in his college career but that the college will be fine because of the contingency funds.

2. Moved to Consent Agenda Item #18
3. Moved to Consent Agenda Item #19

4. Moved to Consent Agenda Item #20

5. President’s Re-Employment Contract for FY 2010-2011
   During the regular meeting of the Board of Trustees held on April 8, 2010, authorization was given to the Administration to extend re-employment contracts to those employees recommended for re-employment for FY 2010-2011. When employee contracts were sent out for signature on April 9, 2010, the Board and the President had not concluded discussions on the President’s contract. Those discussions were held in Executive Session during the May 13, 2010, meeting.

   Recommendation
   To approve the College President’s re-employment contract for FY 2010-2011.

   Trustee Freeman made a motion to approve the College President’s re-employment contract for FY 2010-2011. The motion was approved by vote.

   In 2007, seventeen oil and gas producers came together to build Western Wyoming Community College the well-site for use in the Oil and Gas Production Technology program. The value of this contribution is valued at 2.3 million dollars. In addition to the credit program, the companies also needed short-term incumbent and new employee training in safety and technician training. Western effectively developed, in cooperation with these industrial partners, safety training and new employee orientation training, including Safeland and EncOSHA. Additionally, Western provides 16-hour courses in compression technology, dehydration, and various topics in gas production. In 2007, BP America asked Western to develop shorter modules of training on specific topics needed by their workforce. At that time, Western was not in a position to develop and offer these programs and BP turned to San Juan College in Farmington, New Mexico as the provider for the training. The training in Farmington has grown beyond the capacity of San Juan College because of the travel from the San Juan Basin to Wyoming. In March 2010, BP and San Juan College approached Western once again to ask for assistance in offering training for hydrocarbon producers in Wyoming. San Juan College proposes that Western and San Juan enter into a Memorandum of Understanding to establish the North American Energy Consortium to expand the capacity to serve the needs for this training throughout the region. The draft MOU is attached and outlines the responsibilities of the member colleges of the proposed North American Energy Consortium. This draft has been shared with the College attorney who will be consulted during the negotiation of this partnership. The Administration is enthusiastic about this opportunity to meet the training needs of Western’s oil and gas industry partners and is seeking the Board’s support to move forward in the negotiations to establish the North American Energy Consortium.

   Recommendation
   To support the Administration’s negotiation of the North American Energy Consortium with San Juan College of Farmington, New Mexico with guidance and consultation of the College attorney.
Dr. Leach gave a brief explanation of the proposed memorandum of understanding. A short discussion ensued regarding the potential benefit of the consortium. Vice President Honaker asked for confirmation that the MOU was a draft document. Dr. Leach said that the document was a draft that would be revised according to the advice of legal counsel but that the intent to form the consortium needed to be approved as soon as possible. Trustee Freeman made a motion to support the North American Energy Consortium as described above. Motion approved by vote.

7. Employment Contract 2010-2011, Instructor of Education
The Human Resources Office conducted a national search in February and March 2010 to fill the position of Instructor/Assistant Professor of Education currently held by Joan Barker. The Human Resources Office received 42 completed applications for this position. The Professional Standards Board conducted 5 formal interviews for this position. The Professional Standards Board unanimously recommends that Dr. Jennifer Penland of Waxahachie, Texas be offered an employment contract for this position. Dr. Penland holds a Bachelor of Science in Elementary Education/Earth Science from Lamar University in Beaumont, Texas. She also holds a Master of Education degree in Secondary Education and a Doctor of Education in Educational Leadership from Lamar University in Beaumont, Texas. Dr. Penland is currently Director of Administrative Operations at Texas A&M University. Previously, she held the position of Assistant Professor of Education at Dickinson State University in Dickinson, North Dakota. Dr. Penland has approximately 13 years of teaching experience. Dr. Penland’s contract details would be as follows: Annual Salary, $55,892.00 for a nine month contract; Fund, Unrestricted Operating Fund; Rank, Associate Professor; Column Placement, Column II.

Recommendation
To offer an employment contract to Dr. Jennifer Penland of Waxahachie, Texas for the position of Associate Professor of Education for the period August 12, 2010 through May 20, 2011.

Vice President Fitschen gave an explanation of the employment contract. Trustee Freeman made a motion to offer an employment contract to Dr. Jennifer Penland as described above. Motion approved by vote.

8. Employment Contract 2010-2011, Instructor of Biology
The Human Resources Office conducted a national search in January and February 2010 to fill the position of Instructor/Assistant Professor of Biology currently held by Robert Carey. The Human Resources Office received 31 completed applications for this position. The Professional Standards Board conducted 2 formal interviews. The Professional Standards Board unanimously recommends that William Clark be hired for this position. Mr. Clark holds an Associate of Science degree in Biology from Pierce Community College in Tacoma Washington and a Bachelor of Science Degree in Biology from Central Washington University in Ellensburg, Washington. He also holds a Master of Science Degree in Zoology from North Dakota State University and is currently completing his PhD in Zoology from North Dakota State University. Mr. Clark’s contract details would be as follows: Annual Salary, $51,900.00 for a nine month contract; Fund, Unrestricted Operating Fund; Rank, Assistant Professor; Column Placement, Column II.
Recommendation
To offer an employment contract to Mr. William Clark of Fargo, North Dakota for the position of Assistant Professor of Biology for the period August 12, 2010 through May 20, 2011.

Vice President Fitschen gave an explanation of the employment contract. Treasurer Chadey asked if WWCC provided relocation assistance to successful candidates. Vice President Fitschen said that the college does provide limited assistance. Trustee Freeman made a motion to offer an employment contract to Mr. William Clark as described above. Motion approved by vote.

The Human Resources Office conducted a national search in January and February 2010 to fill the position of Instructor/Assistant Professor of Physics and Mathematics currently held by Andravas De Vas Goonewardene. The Human Resources Office received 37 completed applications for this position. The Professional Standards Board conducted 3 formal interviews. The Professional Standards Board unanimously recommends that Stephen Schutten be hired for this position. Mr. Schutten holds a Bachelor of Science Degree in Physics and Mathematics from the University of Montana and a Master of Arts Degree in Applied Mathematics also from the University of Montana. Mr. Schutten is currently a Teaching Assistant at the University of Montana. Mr. Schutten’s contract details would be as follows: Annual Salary, $42,718.00 for a nine month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

Recommendation
To offer an employment contract to Mr. Stephen Schutten of Missoula, Montana for the position of Instructor of Physics and Mathematics for the period August 12, 2010 through May 20, 2011.

Vice President Fitschen gave an explanation of the employment contract. Treasurer Chadey asked how many new faculty members will be starting the Fall semester. Vice President Fitschen said that there would be ten new faculty members. Trustee Freeman made a motion to offer an employment contract to Mr. Stephen Schutten as described above. Motion approved by vote.

10. Early release from Employee Contract: Tammy Young
Tammy Young has tendered her resignation, effective June 10, 2010, to accept another position in Coeur d’Alene, Idaho. Ms. Young has worked for the College for a little over three years as a Computer Programmer/Analyst. Her contract would normally end on June 30, 2010. Ms. Young is asking for an early release from the current contract and to be released from the contract, for the employment year beginning July 1, 2010 and ending June 30, 2011, that was recently signed. The administration has no concerns regarding Ms. Young’s request. Her salary will be prorated accordingly for the month of June. Tammy has done an excellent job in moving our Colleague programming forward in the new format. We will miss her skills. The College appreciates the work Ms. Young has done during her employment and wishes her the best of luck in her new endeavors.
Recommendation
To approve Ms. Young’s request for release from her contract on June 10, 2010.

Vice President Freeze gave an explanation of the requested contract release. Trustee Freeman made a motion to approve the early release request. Motion approved by vote.

11. Employment Contract 2010-2011, Director of Residence Halls
The Human Resources Office conducted a national search in March and April to fill the position of Director of Residence Halls and Student Life. The Human Resources Office received 32 completed applications for this position. The Professional Standards Board conducted 4 formal interviews. The Professional Standards Board unanimously recommends that Dustin Conover be hired for this position. Mr. Conover holds an Associate of Arts degree from Western Wyoming Community College, a Bachelor of Arts degree in Spanish from Chadron State University and a Master of Arts Degree in Spanish from the University of Wyoming. Dustin was employed as the Acting Director of Housing at Western for approximately six months. He is presently employed at Western as the Coordinator of GEARUP Program. Mr. Conover’s contract details would be as follows: Annual Salary, $64,360.00 for a 12 month contract; Fund, Unrestricted Operating Fund and Auxiliary Fund; Rank, N/A; Column Placement, Column II.

Recommendation
To offer an employment contract to Mr. Dustin Conover of Rock Springs, Wyoming for the position of Director of Residence Halls and Student Life for the period July 1, 2010 through June 30, 2011.

Vice President Freeze gave an explanation of the employment contract. Trustee Boettcher made a motion to offer an employment contract to Mr. Dustin Conover as described above. Motion approved by vote.

The Human Resources Office conducted a national search in March and April 2010 to fill the new two year position of Instructor/Assistant Professor of Chemistry. The Human Resources Office received 22 completed applications for this position. The Professional Standards Board conducted 4 formal interviews. The Professional Standards Board unanimously recommends that Rocky Barney be hired for this position. Mr. Barney holds an Associate of Science Degree from Snow College; a Bachelor of Science Degree in Chemistry from Southern Utah University and is working on his PhD in Chemistry from the University of Iowa. He is expected to complete his PhD in July, 2010. He is currently employed as a Research Assistant at the University of Iowa. Mr. Barney’s contract details would be as follows: Annual Salary, $51,900.00 for a nine month contract; Fund, Unrestricted Operating Fund; Rank, Assistant Professor; Column Placement, Column I.

Recommendation
To offer an employment contract to Mr. Rocky Barney of Iowa City, Iowa for the position of Instructor of Chemistry for the period August 12, 2010 through May 20, 2011.
Vice President Fitschen gave an explanation of the employment contract. Trustee Freeman made a motion to offer an employment contract to Mr. Rocky Barney as described above. Motion approved by vote.

13. Employment Contract 2010-2011, Coordinator of Outreach Practical Nursing Program
The Human Resources Office conducted a regional search in April to fill the position of Coordinator/Instructor of the Outreach Practical Nursing Program. The Human Resources Office received 2 completed applications for this position. The Professional Standards Board conducted 1 formal interview. The Professional Standards Board unanimously recommends that Tammy Krell be hired for this position. Ms. Krell holds an Associate Degree in Nursing from Western Wyoming Community College and a Bachelor of Science Degree in Nursing from the University of Phoenix. She is currently working toward her Master of Science Degree in Nursing from the University of Phoenix. She has over 10 years of experience in the field of nursing. Ms. Krell’s contract details would be as follows: Annual Salary, $57,895.00 for an 11 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Tammy Krell of Kemmerer, Wyoming for the position of Coordinator/Instructor of the Outreach Practical Nursing Program for the period July 1, 2010 through June 30, 2011.

Vice President Fitschen gave an explanation of the employment contract. Trustee Freeman made a motion to offer an employment contract to Ms. Tammy Krell as described above. Motion approved by vote.

During the regular meeting of the Board of Trustees held on April 8, 2010, per the recommendations of the College President, authorization was given to the Administration to extend re-employment contracts to those employees recommended for re-employment for FY 2010-11. Contracts were sent out for signature on April 9, 2010 and were due back into the Human Resources Office by April 23, 2010.

Recommendation
To accept and execute the 2010-11 re-employment contracts received by the Administration.

Vice President Budd gave an explanation of the re-employment contracts. Trustee Freeman made a motion to accept and execute the 2010-11 re-employment contracts received by the Administration with the exception of the contract discussed during the earlier Executive Session. Motion approved by vote.

VII. INFORMATION/PROPOSALS
A. Visiting Delegations
None
B. Questions/Media/Public
None

C. President/Staff
Vice President Kelsey stated that there would be a need for a special Board meeting on either June 21 or June 28. Treasurer Chadey said that she would be available on either of those dates.

Vice President Freeze gave a brief overview of the Commencement activities.

Vice President Fitschen reported that Musical Theatre Instructor Chris Will had received a Certificate of Merit from the Kennedy Center for Theatre for his work on *The Music Man*.

D. Trustee Questions/Topics
1. Trustees Goals & Direction (Retreat)
2. Board Member Professional Development
3. WACCT Report
   Trustee Freeman thanked the Board members for their attendance and participation during the recent WACCT and WCCC meetings. Trustee Freeman also said that the WACCT is looking for volunteers to form an Education Committee to help alleviate the need for Trustees to travel to national venues for training.

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

VIII. FUTURE BUSINESS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>May 21</td>
<td>Commencement</td>
<td>Rushmore Gymnasium</td>
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<tr>
<td>6:00 p.m.</td>
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<tr>
<td>June 10</td>
<td>Regular Board of Trustees Workshop</td>
<td>Board Conference Room 3071</td>
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<tr>
<td>6:00 p.m.</td>
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<tr>
<td>June 10</td>
<td>Regular Board of Trustees Meeting</td>
<td>Board Room 3060</td>
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<tr>
<td>7:15 p.m.</td>
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<tr>
<td>June 21</td>
<td>Special Board of Trustees Meeting – TENTATIVE</td>
<td>Board Room 3060</td>
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<td>12:00 p.m.</td>
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<tr>
<td>June 23</td>
<td>WCCC Meeting, Thermopolis</td>
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<tr>
<td>June 23-24</td>
<td>WCCC Retreat, Thermopolis</td>
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IX. ADJOURNMENT
Having no further business to act on, President Roth adjourned the regular meeting at 11:55 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