I. AGENDA
   A. Call to Order
      The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:18 p.m., Thursday, June 10, 2010, in Board Room 3060, President James Roth presiding.

   Recess for Executive Session
      Trustee Boettcher made a motion to recess the regular meeting to enter into Executive Session for legal purposes. The motion was approved by vote and the meeting was recessed at 7:19 p.m.

      Treasurer Chadey made a motion to reconvene the regular meeting. The motion was approved by vote and the regular meeting was reconvened at 7:45 p.m.

   B. Approval of Agenda
      1. Vice President Honaker made a motion to approve both the consent and regular agenda as presented. Motion approved by vote.

II. REPORTS
   A. Paul Johnson – Technology & Industry
      Mr. Paul Johnson, Technology and Industry Division Chair, gave the annual report for the division. Mr. Johnson reported that the Automotive program may have an exciting opportunity available to them. Mr. Johnson said that Great Western Autoplex is considering the donation of a 2011 Ford Mustang GT to allow the automotive program students the opportunity to work on and enhance
the performance on this vehicle. Mr. Johnson said that there is a possibility that Great Western would donate the same type of vehicle every few years, which would allow the current vehicle to be sold at auction with the proceeds being used to establish an endowment to fund scholarships. Mr. Johnson went on to say that the Automotive program will be receiving a new chassis dynamometer, which will allow the students to test the effects of their work on vehicles. Mr. Johnson also said that a new course, Engine Performance III, would be offered this fall that will hopefully draw local stock car racers. In the Compression Technology department, Mr. Johnson reported that a micro-turbine was donated by Henry Productions and a cutaway model of a compressor was donated by GE. Mr. Johnson also reported that the Oil and Gas Technology I, II and III courses will be added to the required curriculum for the Compression Technology degree program. In the Instrumentation/Electrical department, Mr. Johnson reported that the laboratories and other facilities are scheduled to undergo a significant renovation including updating the equipment and components. Mr. Johnson reported that the Oil and Gas Technology program is conducting more 8 hour and 16 hour coursework in response to requests from producers. Mr. Johnson went on to say that a hydraulics III course will be added to the curriculum for the Industrial Maintenance certificate as well as revising welding course requirements to better match current industry standards. Mr. Johnson also said that the preventative maintenance program will be getting some new equipment.

Dr. Leach commented that the donation of the car from Great Western Autoplex was still being considered and has not been confirmed. The Board thanked Mr. Johnson for his report.

B. Kim Drane – Student Development Center
Ms. Kim Drane, Student Development Center Director, gave the annual report for the center to the Board. Ms. Drane said that she views the services offered by the Student Development Center as a retention tool. Ms. Drane reported that the Student Development Center saw an increase in advising contacts during the past year, with 380 more students being advised than during the previous year. Ms. Drane went on to say that requests from disabled students decreased to 98 during the spring semester versus 110 during the previous semester. Ms. Drane also said that there had been a decrease in the number of alcohol violators over the last year, with only 57 violators during the 09-10 year compared to 76 for the previous year. Ms. Drane went on to say that credit for the decrease in alcohol violators could be attributed to the use of the ‘My Student Body’ online assessment and education tool. Ms. Drane said that 414 students took the entire assessment while 1200 accessed the alcohol portion of the assessment. Ms. Drane said that of the 414 students who took the assessment, 93% of those completed the assessment which is above the national average of 91%. Ms. Drane reported that the annual career fair had fewer employers participate than in previous years, which is an indication of the poor economy. Ms. Drane said that 221 students used the challenge course. Ms. Drane reported that 16 students received internships this year, including a museum curator internship which is normally given to graduate students. Ms. Drane also said that the Student Development Center saw an increase in the numbers of students requesting personal counseling, which reflects the national trend. Ms. Drane reported that the number of workshops offered by the Student Development Center increased over the last year, that the workshop content is now available
on the website, that the center continues to work with various groups on campus and plans to create a more formal training program for the Resident Assistants to give them the tools to more readily recognize signs of depression and other problems. Ms. Drane went on to say that the Student Development Center also works with the Dad’s Grant students as well as GearUp. Ms. Drane said that the center is planning on joining a consortium of other colleges that will provide job listings for students. Ms. Drane said that the center will work with Southwest Counseling to apply for grants for student activities on campus. Ms. Drane reported that Student Development Center staff presented at several different conferences over the past year. Ms. Drane also said that staff are involved in 24 different committees, advisory boards and other groups on campus and seven groups off campus.

Trustee Honaker commented that the staff is very involved and hoped that the center had adequate support to continue the work they have been doing. Trustee Boettcher asked how the 3 strike alcohol policy had been working. Ms. Drane responded that the 3 strike system will not go into effect until the Fall semester, but that alcohol violation numbers seem to fluctuate from year to year. Treasurer Chadey asked how the numbers of interns for this year compares with last year. Ms. Drane said that there were 14 internships last year and 16 this year, although there were 28 applicants for those 16 positions. President Roth asked for clarification on the faculty intervention program. Ms. Drane stated that the process is fairly informal with an online form for an instructor to fill out. Ms. Drane said that the Student Development Center then follows up with the student. Ms. Drane said that the center hopes to form a team that will include faculty members to develop strategies to help those students. President Roth asked if the behavior problems are tracked and if they would be reported. Ms. Drane said that both academic and behavioral performance would be tracked and reported. The Board thanked Ms. Drane for her report.

III. MINUTES
A. Approval
1. Trustee Eckman made a motion to accept the minutes of the May 13, 2010 meeting as presented. 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 $2,278,520.54 and the Electronic Transfers as designated in the amount of $655,766.65 for a grand total ratification of $2,934,287.19. Motion approved by vote.

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<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
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<tr>
<td>Vouchers</td>
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<tr>
<td>Payroll</td>
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<td>Advices</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
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<td>$2,278,520.54</td>
</tr>
</tbody>
</table>

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.
From: US Bank
To: EFTPS-CHICAGO USATAXPYMT A/C# 147497000116
Amount: $541,639.38

Credit Card Payments to US Bank Corporate Payment System
From: US Bank To: EFT US Bank CC Payments A/C# 147497000116
Amount: $114,127.27

Bank to Bank Transfers
Amount: 0.00

Investment Transfers
Amount: 0.00

Total Electronic Funds Transfers
Amount: $221,247.08

GRAND TOTAL FOR BOARD RATIFICATION
Amount: $2,934,287.19

(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. Early release from Employee Contract: Tom Murosky
Tom Murosky has tendered his resignation, effective May 21, 2010. Mr. Murosky has worked for the College for two years as an Assistant Professor of Chemistry. His contract would normally end on May 20, 2011. Mr. Murosky is asking for an early release from the contract for the employment year beginning August 18, 2010 and ending May 20, 2011, that was recently signed. The administration supports Mr. Murosky’s request. The College appreciates the work Mr. Murosky has done during his employment and wishes him the best of luck in his new endeavors.

Recommendation
To approve Mr. Murosky’s request for release from his contract on May 21, 2010.

2. Increasing Various FY 2009-10 Budgets
From time to time it becomes necessary to increase various budgets typically due to increased revenues and corresponding expenditures. It is necessary to increase the Bookstore budget in the auxiliary fund, the Sweetwater County Scholarship budget in the BOCES fund, and the Pell Grant budget in the Federal Fund.

Auxiliary Fund
Revenue Source: Sales & Service
Current Bookstore Budget: $1,472,023
Proposed Bookstore Budget: $1,525,000
Increase: $52,977
BOCES Fund
Revenue Source: Carry Over
Current SW County Scholarship Budget: $325,000
Proposed SW County Scholarship Budget: $385,000
Increase: $ 60,000

Federal Fund
Revenue Source: Federal Grants and Contracts
Current Pell Grant Budget: $2,110,000
Proposed Pell Grant Budget: $2,335,000
Increase: $ 225,000

Recommendation
To increase the FY 2009-10 Auxiliary Fund budget by $52,977, from $3,119,180 to $3,172,157; to increase the FY 2009-10 BOCES Fund budget by $60,000, from $500,759 to $560,759; and to increase the FY 2009-10 Federal Fund budget by $225,000, from $3,607,353 to $3,832,353.

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

C. New Business
1. Insurance Proposals for Property, Automobile, and Liability Insurance
At the November meeting of the Board of Trustees, the Board authorized the Administration to seek competitive proposals for property, automobile, and liability insurance. It is the practice of the College to seek proposals periodically, usually every three years. The Administration retained the services of Pfeiffer Consulting Group, LLC, to serve as a consultant to the College to help prepare the specifications and to review the proposals. The College received two proposals by the deadline of May 14, 2010; Hub International, Sheridan, Wyoming; and Wyoming Financial Services, Rock Springs, Wyoming. Tegeler Associates, Rock Springs, Wyoming, was planning on submitting a proposal, but could not find a carrier to cover the property exposures. Hub International, the agency that currently serves as the College’s agency, proposed a total price of $220,621, without Workers Compensation for non State-covered employees. With Worker’s Compensation, the price is $278,369. Hub will use the same carriers the College has now, e.g. Hartford Casualty Company for property, auto and workers compensation; Fidelity & Deposit Co. of Maryland for Crime; and United Educators Insurance for educators legal liability, comprehensive general liability and for excess liability. Wyoming Financial Services proposed a total price of $277,161.94, without Workers Compensation. They could not find a carrier to provide Workers Compensation coverage. The Administration recommends that the coverages provided through Hub International be accepted by the Board of Trustees. Steve Pfeiffer, the College’s insurance consultant, was at the meeting to answer any questions the Board may have had regarding the proposals.
Recommendation
To accept the proposal for property, automobile and liability coverages proposed by Hub International for the first year premium of $278,369, per proposal specifications.

Vice President Kelsey gave a brief explanation of the proposals and then introduced Mr. Pfeiffer. President Roth asked why no local companies provided a proposal. Mr. Pfeiffer responded that most local agencies are branch offices of national companies and they have access to the same carriers used by the companies that did provide proposals so it must have been a matter of choice. Trustee Boettcher commented that he had reviewed the policies and the proposals and that everything seems to be in order. Trustee Boettcher said that the low number of proposals is indicative of the economy. Vice President Kelsey stated that Higher Education institutions have quite a bit of ‘odd’ exposure that many carriers are not willing to take the risk on covering.

Trustee Boettcher made a motion to accept the proposal for property, automobile and liability coverages proposed by Hub International as described above. Motion approved by vote.

2. Employment Contract 2010-2011, Director of Distance Education
The Human Resources Office conducted a national search in March and April to fill the position of Director of Distance Education. The Human Resources Office received 21 completed applications for this position. The Professional Standards Board conducted 2 telephone interviews and 1 formal interview. The Professional Standards Board unanimously recommends that Nancy Johnson be hired for this position. Nancy Johnson holds an Associate of Arts degree from Western Wyoming Community College; a Bachelor of Science Degree from American Intercontinental University in Information Technology and a Master of Education degree also from the American Intercontinental University in Leadership of Educational Organizations. Ms. Johnson is currently employed at Western Wyoming Community College as the Instructional Designer. She has held this position for two years. Ms. Johnson’s contract details would be as follows: Annual Salary, $66,848.00 for a 12 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation
To offer an employment contract to Ms. Nancy Johnson of Rock Springs, Wyoming for the position of Director of Distance Education for the period July 1, 2010 through June 30, 2011.

Associate Vice President Caldwell gave an explanation of the employment contract in the absence of Vice President Fitschen. Treasurer Chadey made a motion to offer an employment contract to Ms. Nancy Johnson as described above. Motion approved by vote.

3. Employment Contract 2010-2011, Theatre Forensics
The Human Resources Office conducted a national search in March and April to fill the newly created two year position for Instructor/Assistant
Professor of Theatre & Forensics. The Human Resources Office received 13 completed applications for this position. The Professional Standards Board conducted 1 formal interview. The Professional Standards Board unanimously recommends that Kristy McManus be hired for this position. Ms. McManus holds a Bachelor of Fine Arts degree in Theatre and Costume Design from the University of Minnesota-Duluth and a Master of Fine Arts in Theatre and Costume Design from Purdue University. She is currently working on her Master of Arts degree in Communication from Southern Illinois University. Ms. McManus was employed as an Instructor/Costume Shop Manager at Southern Illinois University for three years. Prior to that, she was employed at the Repertory Theatre of St. Louis and the Opera Theatre of St. Louis as a First Hand to the Head Draper for four years. Ms. McManus’ contract details would be as follows: Annual Salary, $50,702.00 for a nine month contract; Fund, Unrestricted Operating Fund; Rank, Assistant Professor; Column Placement, Column II.

Recommendation
To offer an employment contract to Ms. Kristy McManus of Lovell, Wyoming for the position of Assistant Professor of Theatre and Forensics for the period August 12, 2010 through May 20, 2011.

Associate Vice President Caldwell gave an explanation of the employment contract in the absence of Vice President Fitschen. A short discussion ensued regarding the basis for the position being connected to the Theatre department instead of the Humanities department. Trustee Boettcher made a motion to offer an employment contract to Ms. Kristy McManus as described above. Motion approved by vote with President Roth voting ‘nay’.

4. Employment Contract 2010-2011, Chemistry Instructor
The Human Resources Office conducted a national search in March and April to fill the newly created two year position for 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 Nicole Grove be hired for this position. Ms. Grove holds a Bachelor of Science Degree in Interdisciplinary Science from the South Dakota School of Mines and Technology; a Bachelor of Science Degree in Chemistry from the South Dakota School of Mines and Technology. She is currently working on her PhD in Chemistry from Purdue University. She is presently a Graduate Assistant at Purdue University. Ms. Grove’s contract details would be as follows: Annual Salary, $47,908.00 for a nine month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

Recommendation
To offer a employment contract to Ms. Nicole Grove of Lafayette, Indiana for the position of Instructor of Chemistry for the period August 12, 2010 through May 20, 2011.
Associate Vice President Caldwell gave an explanation of the employment contract in the absence of Vice President Fitschen. Trustee Eckman made a motion to offer an employment contract to Ms. Nicole Grove as described. Motion approved by vote.

5. Removed from Agenda

6. Bid Quotations, Transfer Switches and Related Equipment
At the February meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for several replacement and one new transfer switch and some replacement panels and transformers. This project is necessary to upgrade the College’s emergency power system on the Rock Springs campus. The estimated cost for this work was $71,000. Bids were opened on June 3rd. Bid results were as follows: Electrical Connections, Inc. Rock Springs, Wyoming, in the amount of $60,488; and Fireside Construction, Inc., Evanston, Wyoming, in the amount of $83,875. Funds are budgeted and available in the Emergency Repair and Preventative Maintenance Account in the Plant Fund to pay for this work.

Recommendation
To accept the low bid submitted by Electrical Connections, Inc., Rock Springs, Wyoming, in the amount of $60,488 for the purchase and installation of transfer switches and related equipment, per bid specifications.

Vice President Kelsey gave an explanation of the bids. Vice President Honaker made a motion to accept the low bid as described above. Motion approved by vote.

7. Bid Quotations, Drainage Improvements
At the May meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for drainage improvements behind the maintenance/shipping & receiving area. Bids were opened on June 8th. Only one bid was received: Lewis and Lewis, Inc. in the amount of $55,000. The engineers’ updated estimate was $56,262.

Recommendation
To accept the bid submitted by Lewis and Lewis, Inc., Rock Springs, Wyoming, in the amount of $55,000, per bid specifications, to perform drainage improvement work as described above.

Vice President Kelsey gave an explanation on the drainage improvements. Trustee Eckman made a motion to accept the bid submitted by Lewis and Lewis as described above. Motion approved by vote.

8. Authorization to Execute Audit Engagement Letter
The new Board Audit Committee convened a meeting on May 24th to discuss how this committee will function. Committee members include Lynne Chadey, Chair, Jim Roth, and Shannon Honaker. Trustee Honaker was unable to attend this meeting. The Committee will be
working on a Board policy and procedure which will set forth the duties and responsibilities of the Committee. This policy and procedure should be ready for Board review in the fall. For now, the Committee recommends that the Board authorize the Administration to execute the engagement letter for the 2009-10 audit to be performed by Hansen, Barnett, and Maxwell. The Board of Trustees had previously selected this firm to perform the 2009-10 annual audit. Committee chair Trustee Lynne Chadey gave a report concerning the Board Audit Committee. Treasurer Chadey reported that the meeting was productive and a plan was made to poll the other community colleges to determine their policies and procedures on auditing. Treasurer Chadey said that she will keep the Board apprised of the committee discussions and decisions.

Recommendation
To authorize the Administration to execute the Audit Engagement Letter for the 2009-10 audit.

Vice President Kelsey gave a brief explanation of the letter. Treasurer Chadey made a motion to authorize the Administration to execute the letter as described above. Motion was approved by vote.

The Human Resources Office conducted a regional search in April and May to fill the position of Instructor/Assistant Professor of Nursing in Evanston, Wyoming. The Human Resources Office received 1 completed application for this position. The Professional Standards Board conducted 1 formal interview. The Professional Standards Board unanimously recommends that Mary Lisa Silcox be hired for this position. Ms. Silcox holds a Associate of Science Degree in Nursing from Western Wyoming Community College. She is currently working on her Master of Nursing from Western Governors University. She is presently employed with Uinta County Public Health in Evanston, Wyoming. She has held this position for six years. She is also currently a part time instructor of nursing at Western Wyoming Community College. Ms. Silcox’s contract details would be as follows: Annual Salary, $46,740.00 for a nine month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Mary Lisa Silcox of Evanston, Wyoming for the position Instructor of Nursing for the period August 12, 2010 through May 20, 2011.

Associate Vice President Caldwell gave a brief explanation of the employment contract. Trustee Boettcher made a motion to offer an employment contract to Ms. Mary Lisa Silcox as described. Motion approved by vote.

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

C. President/Staff
Dr. Leach reported that she had been involved in meetings to discuss implementation of dual and concurrent enrollment legislation. Dr. Leach said that WWCC is noted as a leader in dual and concurrent enrollment issues. Dr. Leach also said that Vice President Fitschen is taking a leadership role in the implementation process. Dr. Leach reported that she had also participated in the recent P-16 Council retreat with their priorities centering on dual and concurrent enrollment, reporting methods for the Hathaway Scholarship program and the statewide data reporting system.

Associate Vice President Caldwell reported that the small business incubator program has its Program Administrator in place and is now in the process of applying for a Department of Commerce grant. Associate Vice President Caldwell said that a needs assessment will be completed before a business plan is developed.

Associate Vice President Caldwell reported that she had attended a Higher Learning Commission conference in April. Associate Vice President Caldwell said that she gave an AQIP presentation during that conference and that the old method of accreditation is being phased out. Associate Vice President Caldwell said that 4000 people attended the conference.

Associate Vice President Caldwell reported that the GRC remodeling project is going well and is almost complete. Associate Vice President Caldwell said that the conference facility is completed and the first conference was held there recently. Associate Vice President Caldwell went on to say that the conference was very successful. Treasurer Chadey asked how many people participated in the conference. Associate Vice President Caldwell said that 78 people participated. Treasurer Chadey asked if that was at or below the capacity for the room. Associate Vice President Caldwell said that the maximum occupancy has not been determined yet, although it will be more than 78. Associate Vice President Caldwell said that the conference was an interactive rescue operation competition but that the space would be well suited to industry meetings or other group functions.

D. Trustee Questions/Topics
1. Trustees Goals and Direction (Retreat)
2. Board Member Professional Development
3. WACCT Report
   No report was given in the absence of Trustee Freeman.

E. Topics for Future Workshop Agendas
1. Facility Tours
2. BOCES Reports
VII. FUTURE BUSINESS

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<th>Event</th>
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<tr>
<td>June 22</td>
<td>WACCT Meeting, Thermopolis</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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<tr>
<td>June 28</td>
<td>Special Board of Trustees Meeting</td>
<td>Board Room 3060</td>
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<td>12:00 p.m.</td>
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<tr>
<td>July 21</td>
<td>Regular Board of Trustees Workshop</td>
<td>Board Conference Room 3071</td>
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<tr>
<td>July 21</td>
<td>Regular Board of Trustees Meeting</td>
<td>Board Room 3060</td>
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VIII. ADJOURNMENT

Having no further business to act on, President Roth adjourned the regular meeting at 9:05 p.m.

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

Above recorded by:

___________________________________
Kandy Frink

___________________________________
WWCC Board President

___________________________________
WWCC Board Secretary