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 7:16 p.m., Wednesday, July 21, 2010 in Board Room
   3060, Vice President Shannon Honaker 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 7:17 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 7:45 p.m.

   B. Approval of Agenda
      1. Trustee Boettcher made a motion to delete Item #7, Executive Session, and to
         approve the regular and consent agendas as amended. Motion was approved by
         vote.

II. MINUTES
   A. Approval
      1. Trustee Freeman made a motion to accept the minutes of the June 10, 2010 and
         June 28, 2010 meetings as presented. Motion approved by vote.

III. FINANCIAL REPORTS/TRANSACTIONS
   A. Clearing Accounts and Electronic Funds Transfers
      Treasurer Chadey moved to ratify the Clearing Accounts as designated in the amount of
      $3,359,854.77 and the Electronic Transfers as designated in the amount of $336,034.75
      for a grand total ratification of $3,695,889.52. Motion approved by vote.
Clearing Accounts

<table>
<thead>
<tr>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers 230309 through 231214</td>
<td>$2,568,055.05</td>
</tr>
<tr>
<td>Payroll 149386 through 149920</td>
<td>$451,847.62</td>
</tr>
<tr>
<td>Advices 019500 through 019609</td>
<td>$339,952.10</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td>$3,359,854.77</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>
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</thead>
<tbody>
<tr>
<td>US Bank EFTPS-CHICAGO USATAXPYMT</td>
<td>A/C# 147497000116</td>
<td>$246,288.01</td>
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Credit Card Payments to US Bank Corporate Payment System

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<tr>
<th>From</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>US Bank EFT US Bank CC Payments</td>
<td>A/C# 147497000116</td>
<td>$89,746.74</td>
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Bank to Bank Transfers

<table>
<thead>
<tr>
<th>From</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
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</table>

Investment Transfers

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
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</table>

Total Electronic Funds Transfers

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$336,034.75</td>
</tr>
</tbody>
</table>

GRAND TOTAL FOR BOARD RATIFICATION

<table>
<thead>
<tr>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>$3,695,889.52</td>
</tr>
</tbody>
</table>

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

Break for Public Hearings

Trustee Eckman made a motion to recess the regular meeting at 7:50 p.m. to enter into public hearings for the Sweetwater BOCES Mill Levy, the Transfer of Budget Funds and the Budget Adoption. Motion approved by vote.

Public Hearing/Sweetwater BOCES Mill Levy

I. Call to Order

The Public Hearing for the Sweetwater BOCES Mill Levy was called to order at 7:50 p.m., Wednesday, July 21, 2010, in Board Room 3060, Vice President Shannon Honaker presiding.

II. Presentation

Vice President Fitschen gave a brief explanation of the proposed Mill Levy. Vice President Fitschen said that the college is allowed to levy up to ½ mill for Educational purposes. Vice President Fitschen said that WWCC exercised this option for the first time in 2007 with the funding being used for financial aid for Sweetwater County high school graduates and dual enrollment. Vice President Fitschen said that the current proposed funding of .0225 mill (2/10’s and 1/4) would be less than the levy in 2007 and would be based on estimated yearly disbursements. Vice President Fitschen said that the funding will also support the GED program and the Peer Tutor Center.

III. Public Comments/Questions

Vice President Honaker called for comments or questions from the public. None were forthcoming.
IV. Board Comments/Questions
Vice President Honaker called for any comments or questions from the Board. None were forthcoming.

V. Adjournment
Vice President Honaker adjourned the public hearing.

Public Hearing/FY 2009-10 Transfer of Budget Funds

I. Call to Order
The public hearing for the 2009-10 Transfer of Budget Funds was called to order at 8:00 p.m., Wednesday, July 21, 2010, in Board Room 3060, Vice President Shannon Honaker presiding.

II. Presentation
Vice President Kelsey explained that state law dictates that program areas may not be over-expended and because such over-expenditures are common, budget transfers to cover those over-expenditures become necessary. Vice President Kelsey said that for the 2009-10 fiscal year, $20,000 will need to be transferred from the Student Services Budget to the Plant Operations Budget.

III. Public Comments/Questions
Vice President Honaker called for any comments or questions from the public. None were forthcoming.

IV. Board Comments/Questions
Vice President Honaker called for any comments or questions from the Board. None were forthcoming.

V. Adjournment
Vice President Honaker adjourned the public hearing.

Public Hearing/FY 2010-11 Budget

I. Call to Order
The public hearing for the 2010-11 Budget Adoption was called to order at 8:01 p.m., Wednesday, July 21, 2010, in Board Room 3060, Vice President Shannon Honaker presiding.

II. Presentation
Vice President Kelsey gave a brief presentation on the FY 2010-11 Budget, stating that the total proposed Budget is $52.7million which is an increase of $115,000 since the tentative budget was presented to the Board in May. Vice President Kelsey said that the budget is typical for the first year of a biennium although it does include some stimulus funding. Vice President Kelsey said that there will be no tuition increases or wage base increases, although employee benefits were increased to cover the additional cost of retirement account contributions required by state law. Vice President Kelsey said that the amount of state aid increased due to lowered assessed valuations in the college district. Vice President Kelsey reported that the maximum carryover allowed by state statute is 8% and WWCC has a goal of maintaining 7.5% in carryover funding.

III. Public Comments/Questions
Vice President Honaker called for comments or questions from the public. None were forthcoming.
IV. Board Comments/Questions

Vice President Honaker called for comments or questions from the Board. None were forthcoming.

V. Adjournment

Vice President Honaker adjourned the public hearing.

**Reconvene Regular Meeting**

Trustee Eckman made a motion to reconvene the regular meeting. Motion was approved by vote. The regular meeting was reconvened at 8:06 p.m.

IV. RECOMMENDED ACTION

A. Old Business

None

B. Consent Agenda

1. **Early release from Employment Contract: Kevin Holdsworth**

   Kevin Holdsworth has tendered his resignation effective July 1, 2010. Mr. Holdsworth has worked for the College for eleven years as an Associate Professor of English. His contract would normally end on May 20, 2011. Mr. Holdsworth has accepted a position at Weber State and is asking for an early release from his contract for the employment year beginning August 18, 2010 and ending May 20, 2011, that was recently signed. The administration supports Mr. Holdsworth’s request. The College will adjust by using adjunct faculty and possibly moving classes. The College appreciates the work Mr. Holdsworth has done in the course of his employment and wishes him the best of luck in his new endeavors.

   Recommendation
   
   To approve Mr. Holdsworth’s request for release from his 2010/2011 teaching contract.

2. **Early release from Employment Contract: Karlena Sheehan**

   Karlena Sheehan has tendered her resignation, effective July 6, 2010. Ms. Sheehan has worked for the College for five years as an Instructor of Nursing. Her contract would normally end on May 20, 2011. Ms. Sheehan is requesting an early release from her contract for the employment year beginning August 18, 2010 and ending May 20, 2011, that was recently signed. The administration supports Ms. Sheehan’s request for early release. The College will be able to fill this position with a qualified individual who currently works as an adjunct faculty member. The College appreciates the work Ms. Sheehan has done in the course of her employment and wishes her the best of luck in her new endeavors.

   Recommendation
   
   To approve Ms. Sheehan’s request for release from her 2010/2011 teaching contract.

3. **Authorization for Sole Source Purchase, TaskStream Student E-Portfolios**

   WWCC has been implementing a new E-Portfolio system for student learning which allows for increased student engagement opportunities through the selection and reflection of curricular and co-curricular samples and artifacts during a student’s academic career with WWCC. Additionally, this system allows for WWCC to gather authentic measures of student learning that should provide
a better understanding of student learning and performance. Additionally, the student e-portfolios are portable for students to use after they complete their matriculation at WWCC. WWCC has been using this system for graduating students for the last several years and tested the system with new students in the last academic year. WWCC anticipates moving forward in the coming academic year providing student learning e-portfolios for all new, degree-seeking students. This system, sold as the Learning Achievement Tool (LAT), is a TaskStream product available only through this particular company as a sole source supplier. The Board of Trustees discussed this item at the April 6, 2010 Board Budget Workshop. WWCC is ready to launch the use of student learning e-portfolios for all new, degree-seeking students this fall semester. The cost of $109,987.50 will purchase 1,257 three-year student accounts, which will believe will be close to the needed supply for FY 2011 and FY 2012. Actual enrollments will determine whether or not WWCC will need additional accounts in FY 2012. This system has been budgeted through the budgeting process as a one-time purchase.

Recommendation
To authorize the administration to purchase 1,257 three-year student accounts for the TaskStream Learning Achievement Tool in the amount of $109,987.50.

4. FY11 Federal Grants and State Funding for Learning Center

The Wyoming Community College Commission has notified the WWCC Learning Center that it will provide $65,482 (compared to $70,446 in FY 2010) through federal Adult Education and Family Literacy funds. The WCCC also awarded $17,654 ($19,098 in FY 2010) to the Learning Center for the federal Adult Education/ EL Civics program. Additionally, the WWCC Learning Center has been awarded $113,653 (compared to $81,325 in FY 2010) in state funds. This is money that has now been built into the Wyoming state budget and will be recurring funds although the amount each year may vary. The funding period for these grants is from July 1, 2010 to June 30, 2011. Federal Adult Basic Education Grants provide yearly support for the ABE Program at WWCC. The funding is based on performance measures and the grant pays for full-time and part-time instructor salaries, professional development and educational supplies in Rock Springs, Green River, Pinedale, Afton, and Kemmerer. The El Civics grant funds instructor salaries, materials and professional development for the English language literacy program. The state money will pay part-time instructor salaries, salary for a full-time ESL aide for the program and will also provide money for professional development, books, materials and other operating expenses.

Recommendation
To accept the Learning Center Federal ABE Grant funds for $65,482, the El Civics grant of $17,654 and the state funds of $113,653 and to grant the authority to spend the monies for the purposes specified in the grant proposals and increase the College’s federal and state funds by that amount.

5. Bid Quotations, Unit G Roof Replacement

At the May meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for the replacement of the Unit G Roof. This is one of the College’s ARRA projects. The estimated cost of the work was $55,000. Three bidders attended the mandatory pre-bid meeting. However, only one bid was received as follows: Clark’s Quality Roofing, Murray, Utah, in the
amount of $69,550. Clark’s has done a lot of projects for the College before and they do excellent work. The State of Wyoming Construction Office has given its approval for the College to award this bid.

Recommendation

To accept the bid from Clark’s Quality Roofing, Murray, Utah to re-roof the Unit G Roof in the amount of $69,550, per bid specifications.

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

C. New Business

1. Employment Contract 2010-2011

The Human Resources Office conducted a national search in April and May to fill the position of Instructor/Assistant Professor of Composition. The Human Resources Office received 34 completed applications for this position. The Professional Standards Board conducted 4 formal interviews. The Professional Standards Board unanimously recommends that Heather Pristash be hired for this position. Ms. Pristash holds a Bachelor of Arts Degree in English from Kent State University; a Master of Arts Degree in English from the University of Dayton. She is currently working on her PhD in Rhetoric and Writing from Bowling Green State University. Ms. Pristash is currently employed as a Writing Center Associate at Bowling Green State University. Prior to this, she was employed as a Teaching Assistant / Instructor at Bowling Green State University. Ms. Pristash’s contract details would be as follows: Annual Salary, $50,702.00 for a 9 month contract; Fund, Unrestricted Operating Fund; Rank, Assistant Professor; Column Placement, Column II.

Recommendation

To offer an employment contract to Ms. Heather Pristash of Bowling Green, Ohio for the position Assistant Professor of Composition for the period August 12, 2010 through May 20, 2011.

Vice President Fitschen gave a brief explanation of the employment contract, stating that an emphasis was placed on Composition instruction due to a lack of expertise in that area in the division. Trustee Eckman made a motion to offer an employment contract to Ms. Heather Pristash as described above. Motion approved by vote.

2. Approval of College-Levied BOCES Millage

Western first decided to levy the optional one-half mill for FY 2007-08 that is allowed by the Cooperative Educational Services statute, WS 21-20-110 (h) in the Spring of 2007. The amount levied was 4/10 of one mill for one year. The Sweetwater BOCES Board agreed to administer the funds on March 17, 2007 and the levy was approved by the WWCC Board of Trustees in April 2007. This levy covered the cost of the program for three years. The plan for 2010-11 is to assess a much smaller millage on an annual basis to cover the costs for these programs. WWCC’s plan is to levy .000225 of a mill to cover the cost of these programs. In 2007, the revenue was specifically earmarked for the creation of a new scholarship for graduating Sweetwater County students and to provide additional dollars for the dual enrollment program for high school students in this county. The goal was to encourage more Sweetwater County students to pursue
The scholarship provides an automatic stipend to any Sweetwater County high school graduate (within 2 years of their graduation) that is in addition to any other financial aid or scholarship. We think it has encouraged students to enroll in college, particularly those who might choose not to continue their college education because of the costs. Similarly, the dual enrollment program enhances the opportunity for high school juniors and seniors at any Sweetwater County high school to get a start on college-level coursework. This has been a very successful effort with the number of students getting a “jump start” on college increasing each year. Both school districts are excited about this program, and again we believe students who don’t know that they are “college material,” in particular, are benefitting. WWCC’s plan is to continue the program with a few additions that will provide more direct services to another population of Sweetwater students to help them succeed in college.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Annual Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue the Sweetwater County Graduates Scholarship</td>
<td>$352,000</td>
</tr>
<tr>
<td>Continue the Dual Enrollment program providing up to 6 credit hours per semester of college-level coursework for eligible juniors and seniors.</td>
<td>$50,000</td>
</tr>
<tr>
<td>GED Completer Scholarship (Available for up to 3 credit hours for any GED completer with a minimum 540 score). Allows them to start taking classes immediately after GED completion.</td>
<td>$20,000</td>
</tr>
<tr>
<td>Transition to College Seminar. Allows Sweetwater County residents to take a college-prep class that helps them prepare for the demands of college-level coursework</td>
<td>$1000</td>
</tr>
<tr>
<td>Peer Tutor Center. Covers 30% of the operations of the peer tutor center to help offset costs of serving Sweetwater County students</td>
<td>$18,901</td>
</tr>
<tr>
<td>Annual Total</td>
<td>$439,091</td>
</tr>
</tbody>
</table>

The administration’s recommendation is to levy .000225 of a mill to cover the cost of these programs for 2010-11. It will generate approximately $444,375 per year. College administrators met with the Sweetwater BOCES Board on June 22, 2010, and presented this plan to them; it unanimously supported this proposal. The College Board held a public hearing on the mill levy earlier in the evening.

Recommendation
To approve the levy of .000225 of a mill for 2010-11 for the specific defined purposes.

Vice President Fitschen stated that although a presentation regarding the proposed mill levy had been given earlier in the evening, he wanted to add that the mill levy also encourages more efficient and frequent dialogue between WWCC and Sweetwater County High Schools. Trustee Freeman made a motion to approve the levy of .000225 of a mill for 2010-11 for the specific defined purposes. Motion was approved by vote.
3. **Transfer of FY 2009-10 Unrestricted Operating Fund Budget Monies**

State law prohibits the College from “overspending” a program area in the Unrestricted Operating Fund. It is sometimes necessary at the end of a fiscal year to transfer budget monies between program areas in the Unrestricted Operating Fund to avoid an over-expenditure situation in one or more of the program areas. Notice of the intent to transfer budget monies was duly advertised as required by law. This transfer is necessary due to a small over-expenditure in the Plant Operation and Maintenance program area. The following budget transfer and budget adjustment is necessary:

<table>
<thead>
<tr>
<th>FROM</th>
<th>TRANSFER TO</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services</td>
<td>Plant Operation &amp; Maintenance</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**BUDGET ADJUSTMENT**

<table>
<thead>
<tr>
<th>PROGRAM AREA</th>
<th>CURRENT BUDGET</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services</td>
<td>$2,341,270</td>
<td>$2,321,270</td>
</tr>
<tr>
<td>Plant Op. &amp; Maintenance</td>
<td>$4,104,735</td>
<td>$4,124,735</td>
</tr>
</tbody>
</table>

**Recommendation**

To transfer $20,000 of FY 2009-10 budget funds from the Student Services program area in the Unrestricted Operating Fund to the Plant Operations and Maintenance program area and to adjust the FY 2009-10 program area budgets accordingly.

Trustee Boettcher made a motion to approve the transfer of FY 2009-10 budget funds as described above. Motion approved by vote.

4. **Adoption of Fiscal Year 2010-11 Budget**

The Board of Trustees is required to adopt a Fiscal Year 2010-11 Annual Budget. A Public Hearing was held earlier this evening to gather public comments regarding this budget. The budget is ready for Board consideration/adoption. The Vice President for Administrative Services made a brief presentation at the public hearing.

**Recommendation**

To adopt the Fiscal Year 2010-11 Annual Budget as presented, to approve the Resolution to Provide Income, and to approve the Expenditure Authority Resolution.

Trustee Freeman made a motion to adopt the Fiscal Year 2010-11 Annual Budget as presented, to approve the Resolution to Provide Income, and to approve the Expenditure Authority Resolution as described. Motion approved by vote.

V. **INFORMATION/PROPOSALS**

A. **Visiting Delegations**

None
B. Questions/Media/Public
Mr. Paul Murray, Rocket Miner Reporter, asked for clarification on the annual budget and whether the budget reflected an increase. Vice President Kelsey stated that the total budget was $52.7 million and that it did reflect a slight increase due to the ARRA stimulus funding that WWCC will receive from the federal government.

C. President/Staff
Vice President Kelsey reported that information on planned purchases of $15,000 or more had been included in the Board packets and offered to answer any questions on the information.

Vice President Fitschen reported that there will be 15 new employees in the Student Learning division this fall. Vice President Fitschen said that an additional session of the New Faculty Orientation will be held to accommodate everyone. Vice President Fitschen said that a new format for the orientation will be used, including the use of a book ‘How Learning Works’ that will encourage a more open dialogue.

Acting President Freeze stated that enrollment increased 21% in the spring semester. Acting President Freeze said that FTE's increased by 24% and was the third highest increase in the state.

D. Trustee Questions/Topics
Trustee Eckman made a motion to move the date of the August Board meeting to Tuesday, August 17, 2010 at the Green River Center. Motion was approved by vote.

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 (Deleted at meeting)

VI. FUTURE BUSINESS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>6:00 p.m.</td>
<td>Regular Board of Trustees Workshop</td>
<td>Green River Center</td>
</tr>
<tr>
<td>August 17</td>
<td>7:15 p.m.</td>
<td>Regular Board of Trustees Meeting</td>
<td>Green River Center</td>
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</table>

VII. ADJOURNMENT
Having no further business to act on, Vice President Honaker adjourned the regular meeting at 8:25 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