REGULAR MEETING MINUTES
August 17, 2010

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

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success
Services
Sandy Caldwell, Assoc. VP for Student Learning
Carla Budd, Assoc. VP for Administrative Services

Trustees Absent:
Carole Shafer
Janell Winkel
Kandy Frink

Joe Mueller
Paul Thares

REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA
A. Call to Order
The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:20 p.m., Tuesday, August 17, 2010, in Room 211, Green River Center, President James Roth presiding.

B. Approval of Agenda
1. Trustee Boettcher made a motion to add an item to New Business, “Driver Education”, and to approve the consent and regular agendas as revised. Motion approved by vote.

II. REPORTS
A. Carole Shafer – GRC/Workforce, Business & Professional Development
Ms. Carole Shafer, Director of Workforce and Community Development, gave the annual report for both the Green River Center and the Workforce, Business & Professional Development program. Ms. Shafer reported that the GRC has been very busy, running at nearly 80% capacity. Ms. Shafer said that an updated dual and concurrent enrollment agreement had been signed with School District #1, and that the number of students from Expedition Academy has doubled for the Fall, 2010 semester. Ms. Shafer reported that in the Community Education program has grown with the additions of programs in Farson and Wamsutter. Ms. Shafer said that the GRC has exceeded its revenue projections. Ms. Shafer also said that the GRC plans to create a collaboration with Senior Citizen groups in the area to provide more community education opportunities for those groups. Ms. Shafer reported that the ribbon cutting for the GRC will be on September 15 and invited all Board members. Ms. Shafer then asked Janell Winkel and Paul Thares to provide the annual report on Workforce and Business Development.
Ms. Janell Winkel, Workforce Training Programs Administrator, reported that credit course headcounts are increasing, while non-credit course headcounts have seen a slight decrease. Ms. Winkel said that the annual FTE’s are down just slightly, although the number is on the rise again. Ms. Winkel also said that efforts to meet the needs of industry require that courses be adjusted as necessary. Ms. Winkel went on to say that the CDL program is now online and that enrollments are expected to increase. Mr. Thares thanked the Board for allowing him the opportunity to be part of the GRC. Mr. Thares said that in tough economic times, most employers will choose to educate their employees in skills that are critical to their businesses while non-credit courses are normally considered ‘soft skill’ courses. Mr. Thares said that the business incubator proposal is an excellent opportunity for the GRC.

The Board thanked Ms. Shafer, Ms. Winkel and Mr. Thares for their report.

B. Joe Mueller - Admissions

Mr. Joe Mueller, Director of Admissions, gave the annual report to the Board of Trustees. Mr. Mueller thanked the Board for the opportunity to give his report. Mr. Mueller reported that the Admissions team visits each area High School at least once per month which allows them to build a relationship with the Administrators of those institutions. Mr. Mueller stated that 13 events had been held on campus. Mr. Mueller said that the Admissions department will continue to increase those events. Mr. Mueller went on to say that nine different information sessions were held for parents at various outreach locations. Mr. Mueller also said that the software program ‘Active Admissions’ is doing well. Mr. Mueller reported that highlights in recruiting include the development of ‘Mustang Mentors’, which pairs international students with American students, and re-establishing recruiting efforts in Montana. Mr. Mueller stated that the WWCC Viewbook had won a marketing award.

Trustee Freeman asked for information regarding common course numbering and common standards on entrance exams. A short discussion ensued with Vice Presidents Freeze and Fitschen giving an overview on the efforts to standardize national test scores and creating a common course numbering system. The Board thanked Mr. Mueller for his report.

III. MINUTES

A. Approval

1. Trustee Freeman made a motion to accept the minutes of the July 21, 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 $2,515,236.01 and the Electronic Transfers as designated in the amount of $2,251,870.70 for a grand total ratification of $4,767,106.71. Motion approved by vote.

<table>
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<th>Warrant Nos.</th>
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<tr>
<td>Vouchers</td>
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<td>Payroll</td>
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Advices 019610 through 019720 $336,838.23
Total – All Clearing Account Warrants $2,515,236.01

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

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Bank to Bank Transfers

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<tr>
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Investment Transfers

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<tbody>
<tr>
<td>Major Maint.</td>
<td>1st Bank – No. Side Brnch</td>
<td>$1,000,000.00</td>
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<tr>
<td>Purchased CD</td>
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</table>

Total Electronic Funds Transfers $2,251,870.70
GRAND TOTAL FOR BOARD RATIFICATION $4,757,106.71

(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. Authorization to Solicit Competitive Bids for Welding Shop Ventilation Project, Phase II

Last winter, the College completed Phase I of the Welding Shop Ventilation Project. That phase of the project was successfully completed. Phase II involves some additional ventilation work that was not within the scope of the Phase I work. The estimated cost of this work is $180,000. This is one of the approved ARRA projects (Federal Stimulus Funds). It is anticipated that the project will be bid out in the fall and that work will be completed this winter with no disruption to student learning. Engineering Design Associates in Casper is providing the professional engineering services for this project.

Recommendation
To authorize the Administration to solicit competitive bids for Phase II of the Welding Shop Ventilation Project as described.
2. **Approval of Resolution for Grant of Drainage Easement to the City of Green River**

The City of Green River has approached the College and has requested that the College grant them a drainage easement located immediately west of the road off of Upland Way leading up to the Green River Center building. This drainage easement is for the purpose of providing drainage for the Hunters Run subdivision located just west of the College property. The Administration has no concerns regarding this matter and will work with the City and contractor to make sure the work is properly accomplished. The College attorney has prepared a Resolution and Easement for approval by the Board of Trustees. A copy of the proposed Resolution, Easement, and Map is included in the addendum.

**Recommendation**

To approve the following RESOLUTION:

A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO GRANT A DRAINAGE EASEMENT TO THE CITY OF GREEN RIVER, WYOMING, A WYOMING MUNICIPAL CORPORATION.

Trustee Freeman made a motion to accept the Administration’s recommendations on the consent agenda. Motion approved by vote with President Roth voting ‘Nay’.

C. **New Business**

1. **Bid Quotations, Phase I Fire Alarm System Upgrade**

One of the College’s ARRA (Federal Stimulus) projects is the upgrade of the fire alarm system on the Rock Springs campus. In May, the Board authorized the Administration to solicit competitive bids for this Phase I upgrade. The State of Wyoming Construction Office must approve the bid as well as the Board of Trustees. Only one bid was received on the bid opening date of August 9th as follows: Electrical Connections, Inc., Rock Springs, WY in the amount of $209,439. The State of Wyoming has approved the bid, pending satisfactory compliance with the “Buy American” federal requirement. The bid was within the Administration’s Phase I estimate. To provide for some installation efficiencies, some proposed Phase II items were included in Phase I. Thus, the bid amount is higher than the $155,000 estimate for Phase I provided the Board in May. [The Phase II bid amount will be lower accordingly].

**Recommendation**

To accept the bid from Electrical Connections, Inc., Rock Springs, Wyoming for Phase I Upgrade of the fire alarm system on the Rock Springs campus in the amount of $209,439, per bid specifications, and contingent on the bid being compliant with the “Buy American” requirement.

Vice President Kelsey gave an explanation of the bid. Trustee Freeman made a motion to accept the bid from Electrical Connections, Inc. as described above, contingent on the bid being compliant with the “Buy American” requirement. Motion approved by vote.
2. **Employment Contract 2010-2011, Computer Programmer**
   The Human Resources Office conducted a national search in May and June to fill the position of Computer Programmer/Analyst. The Human Resources Office received 9 completed applications for this position. The Professional Standards Board conducted 4 telephone interviews and invited 1 candidate to campus for a formal interview. The Professional Standards Board unanimously recommends that Russell Bates be hired for this position. Mr. Russell Bates holds a Bachelor of Science degree in Information Networking from Fort Hays State University in Fort Hays, Kansas. Mr. Bates is currently employed with Comcast Cable in Jacksonville, Florida as the Lead Systems Analyst/Developer. He has held this position for eleven years. Mr. Bates contract details would be as follows: Annual Salary, $64,319.00 for a 12 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

   **Recommendation**
   To offer an employment contract to Mr. Russell Bates of Jacksonville, Florida for the position Computer Programmer/Analyst for the period August 18, 2010 through June 30, 2011.

   Vice President Freeze gave an explanation of the employment contract. Treasurer Chadey made a motion to offer an employment contract to Mr. Russell Bates as described above. Motion approved by vote.

3. **Employment Contract 2010-2011, Instructional Designer**
   The Human Resources Office conducted a national search in May and June to fill the position of Instructional Designer. The Human Resources Office received 16 completed applications for this position. The Professional Standards Board conducted 3 formal interviews. The Professional Standards Board unanimously recommends that Jessica Clark be hired for this position. Dr. Clark holds a Bachelor of Arts degree in Education from Central Washington University in Ellensburg, Washington; a Master of Arts Degree and a PhD both in History from the University of North Dakota, Fargo. Dr. Clark is currently an Adjunct Instructor at the University of North Dakota, Fargo. She has been teaching for the University of North Dakota for the last eight years. Dr. Clark’s contract details would be as follows: Annual Salary, $56,874.00 for an 11 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, N/A.

   **Recommendation**
   To offer an employment contract to Dr. Jessica Clark for Fargo, North Dakota for the position Instructional Designer for the period August 18, 2010 through June 30, 2011.

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

4. **Employment Contract 2010-2011, Instructor of Nursing**
   The Human Resources Office conducted a national search in July to fill the position of Instructor/Assistant Professor Nursing. 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 Patricia Nieters be hired for this position. Ms. Patricia Nieters holds a Bachelor of Science Degree in Nursing from the University of Wyoming. Ms. Nieters is currently working at Memorial Hospital of Sweetwater County as a Registered Nurse. She has been employed with Memorial Hospital of Sweetwater County for the last eight years. Prior to this, she was employed at United Medical Center in Cheyenne, Wyoming as a registered nurse for ten years. Ms. Nieters 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. Patricia Nieters of Green River, Wyoming for the position Instructor of Nursing for the period August 18, 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 Ms. Patricia Nieters as described above. Motion approved by vote.

5. Bid Quotations, Fiber Optic Backbone
In preparation to upgrade the network to a 10GB backbone, single mode fiber needs to be installed from the core room to all network cabinets, or wiring closets, for the entire network. In May, the Board authorized the Administration to solicit competitive bids to install single mode fiber at the Rock Springs and Green River Campus. This is one of the College’s ARRA (Federal Stimulus) projects. Two bids were received on the bid opening date of August 9th as follows:

Niels Fugal Sons Company, LLC
Pleasant Grove, UT $105,641.02

Cornerstone, Inc.
Cheyenne, WY $ 84,000.00

The State of Wyoming has approved the bid, pending satisfactory compliance with the “Buy American” federal requirement. The bids were below the Administration’s estimate presented to the Board in May.

Recommendation
To accept the low bid from Cornerstone, Inc., Cheyenne, Wyoming in the amount of $84,000.00 for the purchase and installation of single mode fiber at the Rock Springs and Green River Campus, contingent on the bid being compliant with the “Buy American” requirement.

Associate Vice President Budd gave an explanation of the bid quotations. Trustee Freeman made a motion to accept the low bid from Cornerstone, Inc., as described above, contingent on the bid being compliant with the “Buy American” requirement. Motion approved by vote.
6. **Authorization to Solicit Competitive Bids, Art Gallery Renovation and Theatre Make-Up Room Counter Top Replacement**

Two of the College’s approved ARRA (Federal Stimulus) projects are the Art Gallery renovation and counter top replacements in the Theatre Make-Up room. These two projects are being bid together in one package. It is possible that, when combined, the bids may come in at the $50,000 level, thus requiring Board approval to bid. The estimated cost of the work is about $43,000. Because the estimate is close to $50,000, Board approval to bid is being sought.

**Recommendation**

To authorize the Administration to seek competitive bids for the renovation of the Art Gallery and for counter top replacements in the Theatre Make-Up room.

Vice President Kelsey gave an explanation of the request. Trustee Freeman made a motion to authorize the Administration to seek competitive bids for the renovation of the Art Gallery and for counter top replacements in the Theatre Make-Up room as described above. Motion approved by vote.

7. **Employment Contract 2010-2011, GEAR UP Coordinator**

The Human Resources Office conducted a national search in July to fill the position of GEAR UP Coordinator. The Human Resources Office received 39 completed applications for this position. The Professional Standards Board conducted 3 formal interviews. The Professional Standards Board unanimously recommends that TaJuan Wilson be hired for this position. Mr. Wilson holds a Bachelor of Science Degree in Political Science from Ouachita Baptist University, Arkadelphia, Arkansas and a Master of Public Administration from The Keller Graduate School of Management with DeVry University. Mr. Wilson is currently the Assistant Director of the Upward Bound Program at Southern Arkansas University, Magnolia, Arkansas. Prior to this, he was the Outreach Counselor for the Upward Bound Program at Southern Arkansas University. Mr. Wilson’s contract details would be as follows: Annual Salary, $58,567.00 for a 12 month contract; Fund, Federal Fund; Rank, N/A; Column Placement, Column I.

**Recommendation**

To offer an employment contract to Mr. TaJuan Wilson of Magnolia, Arkansas for the position GEAR UP Coordinator for the period September 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. TaJuan Wilson for the position of GEAR UP Coordinator as described above. Motion approved by vote.

8. **Driver Education Program (Added at meeting)**

Trustee Boettcher stated that Driver Education programs have been in decline over the past several years, which can be considered a safety concern. Trustee Boettcher said that while the program was traditionally
required in high school, it has become cost prohibitive. Trustee Boettcher also said that in the past, auto manufacturers normally subsidized the programs and provided vehicles. Trustee Boettcher made a motion to direct Administration to begin a plan for collaboration between area school districts and BOCES offices to provide an affordable driver education program in the community. The motion was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
Dr. Leach reminded the Board that In-Service begins on August 18. Dr. Leach said that she would be inviting the new employees to attend the September Board meeting.

Dr. Leach stated the P16 Council would be holding public meetings concerning SEA 52 on September 14 in room 1302. Dr. Leach applauded Vice President Fitschen for taking a leadership role with the group.

Associate Vice President Budd reported that WWCC had been chosen by The Chronicle of Higher Education as one of ‘The Great Colleges to Work For’. Associate Vice President Budd said that WWCC was one of only two colleges in the mountain region to be selected, with the other being a four year institution. Associate Vice President Budd said that WWCC rated quite high on compensation & benefits and facilities. Associate Vice President Budd went on to say that the honor gives WWCC the right to use the logo in our advertising and marketing campaigns and that the Chronicle reserves special space in their employment want ads for designated colleges. Vice President Freeze added that WWCC will use the logo and highlight the distinction in the upcoming annual circular that is placed in the Rocket Miner and the Green River Star. President Leach added that the survey responses give WWCC opportunities to improve, with communication being one such area. President Roth stated that communication was also identified as an action item in the AQIP process. Trustee Eckman suggested putting an ad in newspapers in Casper and Cheyenne as well as our Outreach locations. Vice President Freeze said that a press release would be sent to all newspapers statewide.

Vice President Freeze announced that WWCC has also been designated as a ‘Military Friendly School’ by GI Jobs Magazine. Vice President Freeze also said that WWCC has been ranked #15 of the top community colleges in the US by Washington Monthly. The award was based on student learning, academic rigor, graduation rates and other measures.

Vice President Freeze reported that the current population for Aspen Mountain Hall is 63 students but that number would change before the semester actually begins. Vice President Freeze said that a few openings remain in the other residence halls as well. Vice President Freeze also talked about retention
concerns, stating that second year students are at risk for losing focus while institutions concentrate on first year students. Vice President Freeze said that specific kick off activities have been designed to help the second year student reconnect. Vice President Freeze also reported that the Women’s Basketball team was named the #1 Academic Team by the NJCAA for the second consecutive year. Vice President Freeze said that the Men’s basketball team was ranked 2nd, Women’s Soccer was ranked 12th and the Wrestling team was named a National Academic Team, which is tournament related.

A short discussion ensued regarding increasing enrollments. Vice President Freeze stated that 60% of Rock Springs High School graduates and 45% of Green River High School graduates enrolled at WWCC. President Roth said that WWCC should take the opportunity to show the state that the community colleges need help in funding to handle the increases.

Vice President Kelsey gave the Board an update on the various ARRA projects. Vice President Kelsey said that everything seems to be on schedule and that some projects have already been started. Vice President Kelsey said that the science lab renovations could be a concern with the ‘buy American’ requirement and that he is working with the mechanical and electrical engineers on the issue. Vice President Kelsey said that Administration hopes to request authorization to solicit bids on the remaining projects at the next Board meeting. President Roth asked if the ARRA funds carried any special reporting requirements. Vice President Kelsey said that the funds carry extensive reporting requirements as well as other complicated procedures and ‘red tape’.

D. Trustee Questions/Topics
Trustee Freeman asked about having a BBQ for the new employees and the Board of Trustees. Dr. Leach said that it could be arranged.

Trustee Freeman reported that the Pinedale BOCES has been working on a dual and concurrent enrollment program in Pinedale. Trustee Freeman said that they plan to hold a meeting with the Sublette County Superintendent to discuss the issue.

Trustee Freeman gave an update on the work of the WACCT. Trustee Freeman said that the WACCT received good responses to a survey they sent to the candidates for Governor and Superintendent of Public Instruction. Trustee Freeman also said that six of the gubernatorial candidates have agreed to a forum, which will be held before the general election. Trustee Freeman said that the WACCT is making strides in advocacy with the formation of a President’s Advisory Council. Trustee Freeman also said that the Executive Director met with various community college marketing personnel to improve marketing efforts. Trustee Freeman said that the general consensus during these meetings was that the WCCC is not effectively fulfilling its role as an advocate for the community colleges. Trustee Freeman reported that the WACCT plans to hold regional meetings. Trustee Freeman also reported that a federally funded job core center is being built in Riverton.

E. Topics for Future Workshop Agendas
1. Facility Tours
2. BOCES Reports
VII. Executive Session
Trustee Boettcher made a motion to enter into Executive session for Personnel Reasons. Motion approved by vote. President Leach, Vice President Freeze and Associate Vice President Budd were invited to attend. President Roth stated that no action would be taken following the Executive Session.

VIII. FUTURE BUSINESS

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<td>Regular Board of Trustees Workshop</td>
<td>Board Conference Room 3071</td>
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<tr>
<td>Sept. 9</td>
<td>7:15 p.m.</td>
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IX. ADJOURNMENT
The regular meeting was reconvened at 10:18 p.m. Having no further business to act on, President Roth adjourned the regular meeting at 10:19 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