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 7:30 p.m., Thursday, September 9, 2010, in Board Room 3060, Rock Springs Campus, President James Roth presiding.

   B. Approval of Agenda
      1. Trustee Eckman made a motion to move Consent Agenda Item #3 to New Business Item #5 and to approve both the consent and regular agendas as amended. The motion was approved by vote.

II. REPORTS
   A. Association of Student Government
      None

   B. WWCC Senate
      Ms. Kathy Luzmoor, Instructor of Nursing and WWCC Senate Chairperson, gave a brief report on the activities of the group. Ms. Luzmoor stated that members of the Senate are serving on various professional standards boards. Ms. Luzmoor
also stated that an informational forum on retirement and early retirement requirements will be held during the fall semester, with another forum on horizontal advancement held in the spring semester. The Board thanked Ms. Luzmoor for her report.

C. Paraprofessional Association
Ms. Frink reported that because the Paraprofessional Association had not conducted their first meeting of the semester and had nothing to report. Ms. Frink said that the group would present a report at the October meeting.

D. Amy Williamson, Children’s Center
Ms. Amy Williamson, Children’s Center Director, gave the annual report for the Center to the Board. Ms. Williamson referred the Board members to the report included in their packets. Ms. Williamson said that the Children’s Center had hired two new teachers, one of which attended the ‘Head Start on Science’ conference and is now providing information to various groups on the effort to encourage the study of the sciences from an early age. The Board thanked Ms. Williamson for her report.

E. Jami Anderson, Developmental Studies
Ms. Jami Anderson, Director of Developmental Studies, gave the annual report for the division to the Board. Ms. Anderson reported that the funding formula for state grants has changed to being more goal based. Ms. Anderson said that the change should equate to more grant funding for WWCC due to consistent progress and performance. Ms. Anderson stated that the Learning Center maintained the increase in students from the prior year, although the state altered the reporting date which caused the headcount to change. Ms. Anderson also said that the College Studies Institute is doing well and is maintaining student retention from semester to semester. Ms. Anderson also reported on the Dad’s grant, stating that the program has been expanded this year to allow the students to pursue certificate programs. Associate Vice President Watkins commented that the recipients of the Dad’s grant will soon have a choice of what studies they would like to pursue within the established workforce training programs.

Trustee Freeman asked if the Learning Center were tracking students that go through the College Studies Institute to determine if they had graduated from WWCC. Ms. Anderson said that plans for that kind of tracking are being implemented. Trustee Freeman asked if the Option II enrollment had increased or decreased and if there was a discernable pattern. Ms. Anderson stated that there is no discernable pattern and that the enrollment fluctuates because it depends on a referral from a high school counselor.

Vice President Honaker asked if there were qualified applicants being denied a Dad’s Grant due to limits in funding. Ms. Anderson stated that although she is not involved in the selection committee, she does know that there are numerous applications for the available grants. The Board thanked Ms. Anderson for her report.
F. Laurie Watkins/Becky Asplund, Retention and Advising
Ms. Laurie Watkins, Associate Vice President for Student Success Services, gave the annual report to the Board. Associate Vice President Watkins introduced Ms. Becky Asplund, Coordinator of Academic Advising, stating that Ms. Asplund is WWCC’s only full-time advisor and concentrates mostly on part-time students and students who are at risk in their academic careers. Associate Vice President Watkins reported that the registration programs have been restructured to allow for more individualized attention. Associate Vice President Watkins also said that a Spanish translator is available during registration programs for those students who have a need for translation. Associate Vice President Watkins then asked Ms. Asplund to report on Academic Advising.

Ms. Asplund reported that the training program for Advisors has been divided into two tracks, one each for new advisors and continuing advisors. Ms. Asplund stated that the training program incorporates practices employed by other colleges nationwide. Ms. Asplund said that advisors now have the opportunity to earn a training certificate by attending various workshops on advising practices. Ms. Asplund also said that an advising question is included in the monthly advising newsletter and advisors can earn a point towards their certificate by answering correctly. Ms. Asplund went on to say that the training for new advisors is naturally more intense than the training for continuing advisors. Vice President Honaker asked how many workshops an advisor must attend to receive the certificate. Ms. Asplund stated that the certificate requires 10 points, with 2 points received for each workshop attended. Vice President Honaker asked what the workshop topics are. Ms. Asplund replied that there are 4 topics each semester. Ms. Asplund said that because advising is the key to student success, the workshops are designed to energize advisors. Trustee Freeman asked what the goal of the advising program is. Ms. Asplund stated that the advising program helps students meet their educational goals and objectives through a partnership with their advisor and the institution. Trustee Boettcher asked what measures of early intervention are available for advisors and instructors. Ms. Asplund stated that several methods are available to identify those students who need help, including asking instructors to provide attendance information. Ms. Asplund said that when instructors report non-attendance, a letter is sent to the student, with a copy to the student’s advisor, to explain the consequences of not attending classes. Ms. Asplund said that most advisors will contact the student to follow up after receiving a letter. Dr. Leach stated that no student can be forced to accept counseling unless it is believed that the student might do harm to themselves or others. A lengthy discussion ensued regarding challenges in advising, policy and procedures for intervention, and advisor accountability. The Board thanked Ms. Asplund and Associate Vice President Watkins for their report.

III. MINUTES
A. Approval
1. Trustee Freeman made a motion to accept the minutes of the August 17, 2010 meeting as presented. Motion approved by vote.
IV. FINANCIAL REPORTS/TRANSACTIONS

A. Clearing Accounts and Electronic Funds Transfers

Treasurer Chadey moved to ratify the Clearing Accounts as designated in the amount of $3,028,100.34 and the Electronic Transfers as designated in the amount of $417,140.27 for a grand total ratification of $3,445,240.61. Motion approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>231683 through 232778</td>
<td>$2,167,987.51</td>
</tr>
<tr>
<td>Payroll</td>
<td>150118 through 150450</td>
<td>$309,245.67</td>
</tr>
<tr>
<td>Advices</td>
<td>019721 through 019891</td>
<td>$550,867.16</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$3,028,100.34</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electronic Funds Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll Tax Payments to I.R.S.</strong></td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td>US Bank</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
</tr>
<tr>
<td><strong>Credit Card Payments to US Bank Corporate Payment System</strong></td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td>US Bank</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
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<tr>
<td><strong>Bank to Bank Transfers</strong></td>
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<td>0.00</td>
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<tr>
<td><strong>Investment Transfers</strong></td>
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<tr>
<td>0.00</td>
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<tr>
<td>Total Electronic Funds Transfers</td>
</tr>
<tr>
<td><strong>GRAND TOTAL FOR BOARD RATIFICATION</strong></td>
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</tbody>
</table>

(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. Donating Equipment to Rock Springs High School
      Board policy 3710F states that “Items having a fair market value of less than $2,000.00 may be disposed of at the most advantageous price, without approval by the Board of Trustees. All such items shall be advertised on campus prior to sale.” The Nursing department is replacing the 8 beds and manikins in the Nursing Lab. They are 4-8 years old and no longer match the environment found in present-day hospitals. Rock
Springs High School has asked to have 4 of these beds and manikins to be used as part of its Health Academy. The remaining beds will be sold through our normal process for selling obsolete equipment. It is hard to estimate the value of these beds and manikins because they are out of date and no longer used in hospitals, but most likely their value is less than $2000.

**Recommendation**
To approve the donation of the 4 beds and manikins to Rock Springs High School.

2. **Approval of Agreement with WWC Foundation, Use of Compressor**
   An agreement between the Foundation and the College District concerning the use of a donated compressor as a teaching tool needs to be approved. Both Galen West, WWCF Counsel, and Ford Bussart, WWCC Counsel, have approved the agreement. The Foundation was the recipient of a donated ‘cut-away’ compressor to be used in the Compression Technology program as a teaching tool. The compressor itself is located in the Compression Technology lab and will be used in conjunction with industrial training efforts. The college desires to enter into an agreement with the Foundation for the use of the compressor, in which the college will provide all property insurance and agrees to adhere to any other conditions contained in the donation documentation. The Foundation is scheduled to approve the agreement at its regular meeting on September 9, 2010.

**Recommendation**
To approve the compressor loan agreement with the WWC Foundation.

3. **Moved to New Business, Item #5**

4. **Financial Interest Disclosures**
The 1997 Legislature passed legislation, now codified as Wyoming Statute 6-5-118, which deals with conflict of interest associated with investments made by College officials. Included in the addendum are letters from the College President, Vice President for Administrative Services, Director of Finance, and the Board Treasurer which disclose the financial interest(s) the incumbents in those positions have with the financial institutions with which the College does or may do business. This disclosure must be made to the Board of Trustees.

**Recommendation**
To acknowledge receipt of the letters as referenced above.

5. **Extension of Real Estate Brokerage Contract, Brokerage Southwest**
In March, 2010, the Board of Trustees extended Brokerage Southwest’s real estate brokerage agreement to market the lots in the College View Commercial Park until September 22, 2010. The commission is 4%. The Administration recommends that the Agreement be extended for six
months until March 23, 2011. The Administration has visited with Jim Anselmi from time to time. Jim says that there is beginning to be more interest in commercial real estate at this time. The market is still slow, however.

**Recommendation**
To extend the real estate brokerage agreement with Brokerage Southwest until March 23, 2011.

6. **Authorization to Bid Remainder of ARRA (Federal Stimulus) Major Maintenance Projects**
The College needs to seek competitive bids for the remaining ARRA Major Maintenance projects for which authorization to bid has not been sought heretofore. Below is a listing of the projects for which the Administration is seeking authorization to bid and the estimated amount of federal funds (ARRA funds) available to pay for the work. All of the projects listed below have been approved by the Wyoming Community College Commission and the State of Wyoming as ARRA projects. The College has been awarded up to $2,701,291 in ARRA funds.

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimated ARRA Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Science Laboratory</td>
<td>$1,100,000</td>
</tr>
<tr>
<td>Remodeling Old, Outdated Laboratories</td>
<td>$ 130,000</td>
</tr>
<tr>
<td>Fire Alarm System Upgrade...Phase II</td>
<td>$ 205,000 (See Note)</td>
</tr>
<tr>
<td>Window Replacement Project</td>
<td>$ 212,000</td>
</tr>
<tr>
<td>Mansard Roof Replacement Project</td>
<td>$ 227,000</td>
</tr>
<tr>
<td>Art Gallery/Theatre Make Up Counters</td>
<td>$ 42,000</td>
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</tbody>
</table>

Note: The Phase II upgrade of the Fire Alarm System is projected to cost more than $205,000; however, the Administration intends on using state Major Maintenance funds to pay for any additional costs the College intends to spend on this project in FY 2010-11. Depending on cost, some of this work may be done in the following fiscal year, FY 2011-12. Final cost estimates will be available in the next few weeks. It is anticipated that bid results and a recommendation for the new science laboratory will come to the Board at the November meeting. The other projects will be bid such that the Board will review and act upon bids at either the December or January Board meetings.

**Recommendation**
To authorize the Administration to solicit competitive bids for the above-referenced Major Maintenance projects as described.

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

C. **New Business**
1. **Removed from Agenda**
2. **Remuneration for Degree Attainment, Brandi Moore**

Ms. Brandi Moore has completed the course work and was awarded a Masters of Business Administration - Executive Degree on August 6, 2010. Ms. Moore is currently employed by the College as an Assistant Professor of Office Information Systems. Ms. Moore is requesting this degree be considered for additional pay due to her educational achievement above and beyond the minimum qualifications required by the position as outlined in College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee which unanimously recommended approval and found of her degree to be position related, therefore, warranting additional remuneration.

**Recommendation**

To approve compensation of an additional of $1597.00 per fiscal year for the completion of a Masters of Business Administration Degree for Ms. Brandi Moore.

Associate Vice President Budd gave an explanation of the additional compensation. Trustee Freeman made a motion to approve the additional compensation for Ms. Brandi Moore as described above. Motion approved by vote.

3. **Remuneration for Degree Attainment, Dr. Stacie Lynch-Newberg**

Dr. Stacie Lynch-Newberg completed the course work and was awarded an EdD in Education with a concentration in Instructional Technology on May 8, 2010. Dr. Lynch-Newberg is currently employed by the College as an Associate Professor of Developmental Studies. Dr. Lynch-Newberg is requesting this degree be considered for additional pay due to her educational achievement above and beyond the minimum qualifications required by the position as outlined in College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee which unanimously recommended approval and found Dr. Lynch Newberg’s degree to be position related, therefore, warranting additional remuneration.

**Recommendation**

To approve compensation of an additional of $5,190 per fiscal year for the completion of an EdD in Education to Dr. Stacie Lynch Newberg.

Associate Vice President Budd gave an explanation of the additional compensation. Trustee Freeman made a motion to approve the additional compensation for Dr. Stacie Lynch-Newberg as described above. Motion approved by vote.

4. **Release from Employee Contract, Janell Winkel**

Janell Winkel, the Workforce Training Programs Administrator, is asking to be released from her professional contract in order to transfer to another position at the College. She wishes to transfer to the Bookstore Assistant position in the College Bookstore. She has been interviewed
and recommended by the Bookstore Manager for this position. 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. Winkel’s request. The College appreciates the work Ms. Winkel accomplished in her present position and appreciates that she wants to continue to work for the College but in a different role.

**Recommendation**
To approve Ms. Winkel’s request for release from her contract effective September 22, 2010.

Vice President Fitschen gave an explanation of the request. Trustee Eckman made a motion to approve the contract release for Ms. Janell Winkel. Motion approved by vote.

5. **Approval of Contract, Archaeology Program (Moved from Consent Agenda Item #3)**
This project involves the continued systematic archaeological inventory of the Weatherman Draw ACEC/proposed National Register District and the surrounding area, as well as archaeological testing of several threatened sites in the locality. The archaeology department uses this project as part of its field school experience for students. The field school is led by Dr. Dudley Gardner. The summer field schools will run until 2014 and will involve 5 or more students each summer. Each field school will last about 2 to 6 weeks. Although this is a new agreement, the archaeology department has been conducting field schools here since 2004. Dr. Dudley Gardner applied for funding from the Bureau of Land Management to continue to provide archeological field school projects for our students in the summer. Dr. Gardner will use this project as part of his summer courses in Archeological Field methods to provide hands-on experience in archeology. The administration supports this project because it provides unique learning experiences for our students. The College covers the cost of instruction; this grant covers the costs for food, transportation, and other expenses directly related to an archeological project. Weatherman Draw contains one of the largest collections of polychrome pictographs in the northern plains. The rock art of the locality is unique and archaeological sites in the area represent thousands of years of Native American occupation. To date, little systematic inventory or testing has been undertaken in the area. Vandalism and erosion processes are rapidly destroying resources of incalculable value. This project would utilize college students and professionals in locating, documenting, and archivally recording rock art sites, habitation sites, vision quest sites, and locating and evaluating other historic and prehistoric properties, and data recovery test excavations on the most sensitive, valuable or at risk properties. The Bureau of Land Management grant is for a total of $52,000: $12,000 per annum from September 21rst to June 30, 2014. In addition they will provide $4,000 to pay for analysis of soils, transportation, radio carbon dates, etc. this
$4,000 payment will cover costs. Funds will be used to pay the salaries for the crew and for supplies. Because this is a College course, the College covers the salary for the instructor.

**Recommendation**

To approve the agreement with the Bureau of Land Management for $52,000 to fund field schools at Weatherman Draw, Carbon County, Montana, and increase the College’s federal fund by that amount.

Vice President Fitschen gave an explanation of the agreement. Trustee Eckman stated that he had motioned for the item to be moved in order to suggest that the Board consider funding local excavations to study local historical sites. Trustee Boettcher made a motion to approve the agreement with the Bureau of Land Management to fund field schools at Weatherman Draw, Carbon County, Montana as described above. Motion approved by vote.

**VI. INFORMATION/PROPOSALS**

A. **Visiting Delegations**

None

B. **Questions/Media/Public**

None

C. **President/Staff**

Ms. Carole Shafer, Director of Workforce and Community Development, reminded the Board members of the open house for the Green River Center and encouraged all to attend.

Dr. Leach stated that several meetings on Dual and Concurrent Enrollment would be held on campus on September 14. Dr. Leach said that the meetings are being hosted by the P-16 Council to further discussions with School District personnel, community leaders, parents, students, teachers and the public.

Dr. Leach reminded the Board members about the retreat scheduled for September 17 and 18 at the Flying Saddle Resort in Alpine. Dr. Leach stated that the retreat would begin with a dinner at 5:30 p.m. on the 17th and would conclude by 4:30 p.m. on the 18th.

D. **Trustee Questions/Topics**

Treasurer Chadey stated her interest in serving on an ACCT committee. Treasurer Chadey said that any interested Board members must be nominated by their respective Board. Trustee Boettcher made a motion to nominate Treasurer Chadey for a position on an ACCT committee. Motion approved by vote.

E. **Topics for Future Workshop Agendas**

1. Facility Tours
2. BOCES Reports
F. Executive Session - Legal/Personnel
President Roth asked if an Executive Session would be necessary. Dr. Leach said no.

VII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 15</td>
<td>Green River Center Ribbon Cutting &amp; Open House</td>
<td></td>
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<tr>
<td>4:00 p.m.</td>
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<tr>
<td>Oct. 14</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
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<td>6:00 p.m.</td>
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<tr>
<td>Oct. 14</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
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<td>7:15 p.m.</td>
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VIII. ADJOURNMENT
Having no further business to act on, President Roth adjourned the regular meeting at 8:45 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