I. AGENDA
   A. Call to Order
      The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:15 p.m., Thursday, October 14, 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 #6. Motion approved by vote. Trustee Boettcher made a motion to approve both the Consent and Regular agendas as revised. Motion approved by vote.

II. TRIBUTE TO FORD BUSSART
    President Roth read a prepared statement of tribute to long time WWCC Legal Counsel, Ford T. Bussart. President Roth stated that WWCC is grateful for Mr. Bussart’s 30 years of service to WWCC. President Roth said that Mr. Bussart always acted with fidelity and made many great contributions to WWCC over the years. President Roth expressed sincere condolences to Patty Bussart and the family on behalf of WWCC and the Board of Trustees.

III. REPORTS
   A. Association of Student Government
      None.

   B. Paraprofessional Association
      Ms. Debra Clawson, Paraprofessional Association President, gave a brief report on the activities of the group. Ms. Clawson said that the group participated in the recent United Way Helping Hands Day. Ms. Clawson also said that the Paraprofessionals participated in a statewide project to provide handmade ornaments to decorate the Christmas Tree that will be displayed in Washington, D.C. Ms. Clawson said that WWCC provided 48
ornaments for the tree. Ms. Clawson also said that the group plans on holding their annual bake sale and pie sale fundraisers. Trustee Eckman complimented the group on the bulletin board next to the fossil fish. The Board thanked Ms. Clawson for her report.

C. WWCC Senate
Mr. Lou Flaim, Instructor of Industrial Technology, gave a brief report on the activities of the WWCC Senate. Mr. Flaim reported that the Senate has been concentrating on Horizontal Advancement and the related policy and procedure. Mr. Flaim said that Human Resources has agreed to evaluate the applicant portfolios prior to committee review. Mr. Flaim also said that Human Resources will be conducting informal informational sessions for employees on Horizontal Advancement. The Board thanked Mr. Flaim for his report.

D. Kay Leum, Registration and Records
Ms. Kay Leum, Registrar, gave the annual report for the Registration and Records department. Ms. Leum reported that enrollment numbers have increased with 847 part-time students registering for classes since the beginning of the semester. Ms. Leum asked if any Board members had questions on the report provided in their packets. Having no questions, the Board thanked Ms. Leum for her report.

E. Nancy Johnson, Distance Education
Ms. Nancy Johnson, Director of Distance Education, gave the annual report for the department. Ms. Johnson reported that dual and concurrent enrollment continues to be an important issue although partnerships with the school districts continue to grow. Ms. Johnson said that Sweetwater County School District #1 had recently enrolled 40 students in the ‘Intro to Online Learning’ course and also has some students registering for ‘College Studies’. Ms. Johnson reported that the Farson and Wamsutter outreach programs have been in operation for one year. Ms. Johnson said that the Wamsutter program has 35 students enrolled in one Zoomba course. Ms. Johnson reported that the Distance Education department has adopted the “Quality Matters” program and reviews each course each semester to make sure that it is providing quality instruction. Ms. Johnson also stated that enrollment in Distance Education courses continues to increase, with 248 more students taking online courses this semester than last fall. Ms. Johnson went on to say that 35 additional online courses will be offered in the spring semester. Vice President Honaker asked how many students were enrolled in dual or concurrent courses through School District #2. Ms. Johnson replied that although she did not have current figures available, School District #2 has consistently taken advantage of the opportunity and enrolls quite a few students every year. Trustee Freeman commended Ms. Johnson on gaining increased participation from School District #1. The Board thanked Ms. Johnson for her report.

F. Sandy Caldwell, UW Transfer
Associate Vice President Sandy Caldwell gave the annual report on transfer student performance at UW. Associate Vice President Caldwell reported that WWCC receives quite a bit of information from UW which helps to measure our success in preparing students to transfer. Associate Vice President Caldwell stated that transfer students with higher numbers of college credits tend to perform better than those who take minimal numbers of courses before transferring. Associate Vice President Caldwell also said that while UW provides a wealth of useful data, WWCC has asked for specific data including more in-depth data on those students with large numbers of credit hours and more data on UW graduates who were transfer students. President Roth asked if students having large numbers of transfer credits was negative or positive for WWCC. Vice President Caldwell said that the issue is whether a student simply takes courses for
personal enrichment or whether the college has failed in helping that student to reach their goals. Dr. Leach commented that success at the community college level is determined by the numbers of students completing degrees and does not consider successful students who transfer without attaining an Associate’s degree. The Board thanked Associate Vice President Caldwell for her report.

IV. MINUTES
A. Approval
1. Trustee Eckman made a motion to accept the minutes of the September 9, 2010 meeting as presented. Motion approved by vote.

V. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Chadey moved to ratify the Clearing Accounts as designated in the amount of $4,638,634.58 and the Electronic Transfers as designated in the amount of $468,995.48 for a grand total ratification of $5,107,630.06. Motion approved by vote.

Clearing Accounts

<table>
<thead>
<tr>
<th>Warrant Nos.</th>
<th>Amount</th>
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<tr>
<td>Vouchers 232779 through 234545</td>
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<tr>
<td>Payroll 150451 through 150941</td>
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<td>Advices 019892 through 020072</td>
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<td><strong>Total – All Clearing Account Warrants</strong></td>
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Electronic Funds Transfers

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<tr>
<th>Payroll Tax Payments to I.R.S.</th>
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<th>Total Electronic Funds Transfers</th>
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<tr>
<th>GRAND TOTAL FOR BOARD RATIFICATION</th>
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<td>$5,107,630.06</td>
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(Copies of Warrant Registers are filed in the Addendum and become a part of the official Board Minutes.)

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

1. Wyoming Higher Education Statewide GEAR UP Grant Approval

The Gear-Up Grant is a six year state-wide grant that is re-approved annually based upon successful progress of the program and use of the grant dollars. We have been granted continued approval from the State Gear-Up Grant Manager and the Federal Program Officer. This is the sixth year in the six-year cycle of this program. This program serves students from 7th grade through high school graduation. We had a very successful year with over 450 students in our program. We have excellent employees throughout our service area and are pleased with the support and interest we have received from the school districts. The new Gear UP coordinator has become familiar with the program quickly and has been well received throughout the State. We are looking forward to another year of activity and involvement for students and their parents. For FY11, we are still the largest program in the State (serving a minimum of 460 students) and will continue to serve our five county service area. The application is currently being written to extend the program for an additional six year. The allocated budget for WWCC for this year is $484,650.10.

Recommendation
That the Board accept funds for the WWCC Gear UP Program of $484,650.10 and grant authority to spend the monies for purposes as specified in the grant and increase the federal fund by $484,650.10.

2. Agreement between Northern Wyoming Community College District and Western Wyoming Community College to administer the Wyoming MSHA States Grant Program in Southwest Wyoming through NWCCD

The Wyoming Mine Safety Health Administration (MSHA) States Grant Program has been awarded to NWCCD for many years. Through a partnership agreement, WWCC has conducted MSHA training throughout the service area during that time. The Wyoming MSHA States Grant Program provides new miner, experienced miner, and annual refresher safety training in the WWCC service area. The agreement covers MSHA credit and non-credit courses throughout the WWCC service area. The funding period for the Grant is for three years beginning October 1, 2008 through September 30, 2011. The MSHA Grant requires a full-time coordinator to be located at WWCC Green River Center, whose salary and benefits are to be funded 20% by WWCC and 80% by NWCCD MSHA Grant Program. Additionally, the MSHA Grant Program requires that appropriate instructional and office equipment as well as training/classroom space be provided. The previous agreement required some clarification, thus this is a renewal and update of a previous agreement with NWCCD. The agreement is a one year commitment from October 1, 2010 through September 30, 2011, and may be renewed automatically depending on the grant funding status in the next granting cycle. The agreement is currently with legal counsel pending approval and has some clarifications that may still need to be agreed upon between the two colleges. It is necessary for the Board to approve this agreement in order for the MSHA Grant Program to operate at WWCC according to Grant specifications.

Recommendation
To accept the agreement between Northern Wyoming Community College District and Western Wyoming Community College to administer the Wyoming MSHA States Grant Program in Southwest Wyoming through NWCCD pending legal counsel approval.
3. **Moved to New Business Item #6**

4. **Authorization to Bid Re-Plastering of Swimming Pool**
   From time to time it becomes necessary to re-plaster the swimming pool. It has been many years since it was last done. The estimated cost for this work is $65,000. Monies are budgeted and available in the Major Maintenance Account to pay for this work. It is anticipated that this work will be done over the Christmas holidays.

   **Recommendation**
   To authorize the Administration to solicit competitive bids to re-plaster the swimming pool.

5. **Increasing the FY 2010-11 Federal Fund Budget**
   From time to time it becomes necessary to increase College budgets, typically due to increased revenues or the need to budget carryover funds. At this time it is necessary to increase the FY 2010-11 Federal Fund budget due to carryover funds and the new Federal Direct Loan program.

   **Budget Increases Due to Carryover**
   - Green River Gravel $7,000
   - Dad’s Making a Difference $75,000
   - ABE 2009-10 $13,000
   - El Civics 2009-10 $700
   - Gear Up 2009-10 $83,000
   - Weatherman Draw $1,300
   - INBRE 2009-10 $200
   - Perkins $73,000
   - Montrose $100
   - Glacier Recede $4,000

   **Total Carryover Amount:** $257,300

   **Budget Increase Due to Federal Direct Loan Program**
   - Federal Direct Loan Program $1,200,000

   **Recommendation**
   To increase the FY 2010-11 Federal Fund budget by $1,457,300, from $6,367,696 to $7,824,996.

   Vice President Honaker made a motion to approve Administration’s recommendations on the Consent Agenda. Motion approved by vote.

C. **New Business**

1. **Approval of Contract with Eleutian Technologies**
   Western Wyoming Community College has been researching the possibility of operating a small, general mixed-use, not-for-profit incubator that should provide business development assistance to entrepreneurs in Southwest Wyoming. Over the last year, the Board of Trustees has approved the College administration in moving forward in researching the viability of such an endeavor. Recently, the College contracted for a Needs Assessment, which resulted in the recommendation to move forward with a small mixed-use small business incubator that would serve both affiliate and resident clients from the pre-
incubation stage through the graduating company stage. Additionally the Needs Assessment report indicated that sustaining and leveraging the multiple partnerships would be essential in the success and that the next step is to develop a Business Plan. Space has been identified and the next phase of developing a Business Plan is in the planning stages. Through a combined effort, WWCC, Sweetwater County Economic Development Association, Wyoming Business Council, Green River Chamber of Commerce and the City of Green River, a Wyoming technology-based company, Eleutian Technologies, LLC, has expressed interest in growing the company in SW Wyoming with an initial location in Green River. Eleutian is a relatively new start-up company in Wyoming that has grown rapidly, but is experiencing challenges with expansion within the rural market. Given that WWCC is researching operating a Small Business Incubator and the initial Needs Assessment indicates moving forward, entering into an agreement with Eleutian Technologies to “test drive” the Small Business Incubator will allow the College to develop the structure needed to support future small businesses. The agreement is currently with legal counsel pending approval. The agreement period is for one year beginning November 1, 2010 through October 31, 2011, and may be extended for up to an additional year with residency not-to-exceed a two year period.

Recommendation
To accept the small business incubator agreement between Western Wyoming Community College and Eleutian Technologies, LLC in Ten Sleep, WY to allow Eleutian Technologies to operate as the first business incubation program at the Western Wyoming Business Accelerator at the WWCC Green River Center pending legal counsel approval.

Associate Vice President Caldwell gave an explanation of the agreement. Vice President Honaker stated her aversion to considering approval of an agreement that has not been reviewed by legal counsel. President Roth, Secretary Clark and Trustee Boettcher agreed. A short discussion ensued regarding the review by legal counsel. Trustee Eckman made a motion to accept the agreement as described above, pending legal counsel approval. Motion approved by vote.

2. Remuneration for Degree Attainment
Ms. Tammy Krell has completed the course work and was awarded a Master of Science in Nursing Degree on August 31, 2010. Ms. Krell is currently employed by the College as a Coordinator/Instructor of the Outreach Nursing Program in Evanston. Ms. Krell 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
That the Board of Trustees approve additional compensation to be pro-rated over the remainder of the contract in the amount of $1917.00 per fiscal year for the completion of a Master of Science in Nursing for Ms. Krell.

Associate Vice President Budd gave an explanation of the additional remuneration request. Treasurer Chadey made a motion to approve the
additional compensation for Ms. Tammy Krell as described above. Motion approved by vote.

3. Bid Quotations, Art Gallery/Theatre Make-up Room Renovation
At the August meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for the renovation of the Art Gallery and the Theatre Make-up Room. This is an ARRA project. Bids were opened on October 12, 2010. Bid results were as follows: A. Pleasant Construction Company, Green River, Wyoming, in the amount of $82,405 and; K.R. Goble Construction Company, Mapleton, Utah, in the amount of $77,000. Work is scheduled to commence the first of December and should be completed by mid-January.

Recommendation
To accept the low bid submitted by the K.R. Goble Construction Company, Mapleton, Utah, per bid specifications, in the total amount of $77,000, pending approval by the State of Wyoming.

Vice President Kelsey gave an explanation of the project and the bids. Trustee Freeman made a motion to accept the low bid submitted by the K.R. Goble Construction Company as described above. Motion approved by vote.

4. Off Schedule Salary Payment to WWCC Employees
This spring as a result of discussions with the Senate and Paraprofessional Salaries and Benefits Committees, the Administration informed the two committees that the Administration would recommend to the Board of Trustees that an off-schedule salary payment be paid to full time and benefited part time employees in part due to the fact that no general salary increases would be recommended for the 2010-11 year. The estimated cost of this payment is $275,000. This money is budgeted in the Unrestricted Operating (10) Fund Budget. The Administration recommends that a 2.00% payment on the base 2010-11 yearly salary, or $600, whichever is greater for full time employees, and grant $600 to benefited part time employees. The salary payment is to be payable on December 7, 2010 to all employees who commenced work for WWCC on or before September 1, 2010.

Recommendation
That the Board of Trustees grant an off-schedule salary payment to full time employees in the amount of 2.0% of their base 2010-11 salary, or $600, whichever is greater, and grant $600 to benefited part time employees. The salary payment is to be payable on December 7, 2010 to all employees who commenced work for WWCC on or before September 1, 2010.

Dr. Leach gave an explanation of the off schedule salary payment request. Trustee Boettcher made a motion to grant the off schedule salary payment as described above. Motion approved by vote.

5. Acceptance of Perkins Allocated Grant
Western has been a participant in the Perkins Grant program since 1991. The College applied for and was awarded a Perkins Allocated Grant through the Wyoming Department of Education under the Carl D. Perkins Vocational and Technical Education Act of 2006, Title I. The purpose of the grant is to provide funding to assist postsecondary recipients in meeting the additional costs of
approved career and technical education programs. Project personnel located in the office of Career & Placement Services provide services to WWCC career & technical education students. Direct support services may be provided to CTE students from special populations (economically disadvantaged, single parents, individuals with a disability, students with limited English proficiency, displaced homemakers, and students training for non-traditional employment). Perkins funds are also used to purchase equipment and provide professional development for faculty in CTE programs. The Perkins grant pays for student support services including educational costs (books and supplies) and related costs (childcare). In addition, the funds pay partial salaries and benefits (at 45%) for the Career Assessment & Placement Coordinator and the Occupational/Student Success Advisor and partial salary and benefits (38%) for the Career Services & Placement Office Assistant. Total grant funds in the amount of $162,761 were awarded to Western Wyoming Community College for FY11. The effective date of the grant is October 1, 2010. The monies will be expended by September 30, 2011.

Recommendation
That the Board accept funds for the Perkins FY2011 grant in the amount of $162,761 and give authority to spend the monies for the purposes as specified in the grant, and increase the federal fund by $162,761.

Associate Vice President Watkins gave an explanation of the grant. Trustee Freeman made a motion to accept the Perkins grant funds for FY2011 as described above. Motion approved by vote.

6. Agreement between Western Wyoming College Foundation and Western Wyoming Community College to administer Dads Making a Difference program (Moved from Consent Agenda Item #3)
The Western Wyoming College Foundation was awarded an Employment & Training for Self-Sufficiency (ETSS) contract through the Wyoming Department of Workforce Services, Business Training and Outreach Division (DWS) to provide a Dads Making a Difference program at WWCC. The purpose of the program is to provide vocational training to enable families of participants to achieve a “livable wage” (220% of the Federal Poverty Guidelines) after training. The program targets men with dependent children who need training to help them enter into self-sustaining employment. Additionally, the program uses a “family-centered” model beyond job training to include individual and group counseling, specialized workshops to learn life skills for success at work and in relationships, and other assistance including resume’ preparation, interviewing skills, job searching, and assistance with job placement. The term of the contract is October 1, 2010 through September 30, 2012. The contract has been approved by the DWS and WWC Foundation Board in the amount of $343,400. The services of a case manager have been secured through WWCC with oversight and supervision assigned to the Director of Developmental Studies. WWCC plans to offer workforce programs in CDL Driver Training, Diesel Technology, Nurse Assistant, Oil & Gas Production Technology, and Welding Training to eligible men ages 18 and older who are interested in committing to a comprehensive training program for a better-paying job. Men must be Wyoming residents, high school or GED graduates, low income, drug free, and have dependent children. The two year contract provides services for approximately 60 men. The average cost per participant is $5,723.
Recommendation
To accept the agreement between Western Wyoming College Foundation and Western Wyoming Community College to administer the ETSS *Dads Making a Difference* program.

Associate Vice President Watkins gave an explanation of the program before introducing Ms. Joyce Corcoran. Ms. Corcoran, Director of the Dad’s Making a Difference program, introduced Mr. Julius Davenport who is a student in the program. Mr. Davenport expressed his gratitude for the support the Board has given to this program. Mr. Davenport said that he is thankful for the opportunity as it will help him to regain custody of his daughter and turn his life around. President Roth asked Mr. Davenport if he’d like to see more degree program choices available to Dad’s grant recipients. Mr. Davenport said yes. Vice President Honaker stated that WWCC is fully behind this program. Ms. Corcoran said that the program has been expanded this year to include second semester funding for the grant recipients and more options in degree/certificate programs. Ms. Corcoran went on to say that grant recipients can now choose between the CDL, Welding, Oil and Gas Production Technology, Diesel or CNA programs. Ms. Corcoran said that the current grant will also provide funding for recruiting efforts. Trustee Eckman made a motion to accept the agreement for the administration of the ETSS Dads Making a Difference program, stating that this program epitomizes what WWCC stands for. Motion approved by vote.

VII. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
Vice President Kelsey provided the Board members with a pie graph showing budgeted expenditures and revenue. Vice President Kelsey also provided additional graphs detailing each section of the budget.

Dr. Leach reported that the Visioning process would resume on November 10 and asked the Trustees to attend if at all possible. A lengthy discussion ensued regarding the process and whether the Board is ready to proceed. Various Board members expressed their desire to form a committee to work on a pre-vision for the Board before the process is resumed. Vice President Honaker, Trustees Boettcher and Eckman and Dr. Leach will comprise the committee.

D. Trustee Questions/Topics
President Roth asked that all Trustees attending the ACCT conference in Toronto refresh their knowledge of WWCC and local issues in order to take advantage of the conference opportunities. President Roth also asked to have a more in depth mid-term enrollment report in order to prepare for the conference.

Trustee Freeman reported that the WACCT will hold a meeting on October 25 in Riverton. Trustee Freeman said that the WACCT is working on the legislative agenda and has arranged for gubernatorial candidate Leslie Peterson to speak at the meeting. Trustee Freeman encouraged all Board members to attend the meeting.
Treasurer Chadey asked when the Board retreat would be rescheduled. After a short discussion, it was decided to schedule the retreat for January 21 and 22, with dinner on the 21st and a full day retreat on the 22nd. The retreat will be held at the Green River Hampton Inn if meeting space is available.

Trustee Eckman said that he had attended the recent sitar concert and commended the college for hosting the performance.

Trustee Eckman asked the Board to consider purchasing the statue located outside the Green River Center, saying that it is uniquely appropriate for permanent placement at the GRC.

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

F. Executive Session - Personnel
President Roth asked if an Executive Session would be necessary. Dr. Leach said an Executive Session would be needed for personnel issues. Trustee Eckman made a motion to recess the regular meeting. Motion approved by vote. The regular meeting was recessed at 9:10 p.m.

VIII. CALENDAR OF FUTURE EVENTS

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Oct. 20-23</td>
<td>ACCT Annual Leadership Congress</td>
<td>Toronto, Canada</td>
</tr>
<tr>
<td>Oct. 25</td>
<td>WACCT Meeting, CWC Campus, Riverton</td>
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<tr>
<td>Oct. 26</td>
<td>WCCC Meeting</td>
<td>CWC Campus, Riverton</td>
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<tr>
<td>Nov. 11</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
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<tr>
<td>Nov. 11</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
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IX. ADJOURNMENT
President Roth reconvened the regular meeting at 11:09 p.m. Having no further business to act on, President Roth adjourned the regular meeting at 11:10 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