REGULAR MEETING MINUTES
February 8, 2011

Trustees Present:
James Roth, President
Shannon Honaker, Vice President
George Eckman, Secretary
Lynne Chadey, Treasurer
Chris Plant
Bob Reese*

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

Trustees Absent:
Kay Cooley
Kim Drane
Dick Boettcher

Bob Reese* was accepted by vote. President Roth clarified that the open position had been advertised and interested parties had been interviewed.

II. REORGANIZATION
A. Election of Board Member for Open Position
   Trustee Plant nominated Mr. Robert J. Reese to fill the open Board position. Hearing no further nominations, President Roth closed the nominations and asked for a vote on accepting the nominee. The nominee was accepted by vote. President Roth clarified that the open position had been advertised and interested parties had been interviewed.
B. **Oath of Office, New Member**

President Roth administered the Oath of Office for Mr. Robert Reese who then took his place with the Board.

III. **REPORTS**

A. **Association of Student Government**

Mr. Luke Nielsen, ASG President, gave a brief report on the activities of the group. Mr. Nielsen said that 11 new Senators had recently been elected, from 22 candidates. Mr. Nielsen reported that a recent pool party was successful with over 200 participants. Mr. Nielsen said ASG members assisted with the Freshmen Forward program by playing games and holding a trivia contest for participants. Mr. Nielsen said that planned future activities include a Valentine’s Day dance and a ski trip to Brighton resort in Utah. Trustee Plant asked if any environmental clubs were active on campus. Mr. Nielsen replied that no environmental clubs had requested a charter. The Board thanked Mr. Nielsen for his report.

B. **Paraprofessional Association**

Ms. Kay Cooley, Paraprofessional Association Secretary, gave a brief report on the activities of the group. Ms. Cooley reported that the Paraprofessionals were working on the annual salaries and benefits proposal. Ms. Cooley said that upcoming events include a Valentine’s Day bake sale and a food drive, with proceeds from both events going to the Food Bank. The Board thanked Ms. Cooley for her report.

C. **WWCC Senate**

Ms. Jennifer Allen, Assistant Professor of Computer Science/Office Information Systems, gave a brief report on behalf of the WWCC Senate. Ms. Allen reported that the Senate is working on the annual salaries and benefits proposals. Ms. Allen also said that the Senate continues to work with the Associate VP for Administrative Services to revise the Horizontal Advancement policies and procedures. Ms. Allen reported that Senate Chair Kathy Luzmoor attended a state-wide Senate meeting and found that WWCC is one of the only Wyoming community colleges that has a faculty/professional senate. Ms. Allen went on to say that more Senate forums are scheduled for the Spring semester including forums on education and business. Trustee Plant said that at the recent Wyoming Community College Commission meeting, commissioners expressed a desire to have input from instructors. Vice President Honaker echoed the statement saying that there were only three colleges represented at the meeting. Vice President Honaker also said that because 5 of the commissioners will be replaced soon, this would be an ideal time to establish contact with the new commissioners. President Roth stated that in his opinion it is not appropriate for Commissioners to have direct contact with instructors. The Board thanked Ms. Allen for her report.

D. **Systems Portfolio Update**

Vice President Freeze presented an update on the Systems Portfolio in the absence of Associate Vice President Caldwell. Vice President Freeze reminded the Board that the Systems Portfolio is part of the AQIP process to reaffirm accreditation. Vice President Freeze stated that WWCC did not become an AQIP institution for the sole purpose of reaffirming accreditation, but because WWCC had already identified the need for continuous improvement and felt that the AQIP program would further that effort. Vice President Freeze stated that the Systems Portfolio will be a 100 page document focused on processes, results and improvements. Board President Roth stated that
condensing information to a 100 page document would require that some input be excluded. Vice President Freeze said that not all information or input will be included in the document but that does not mean that WWCC does not consider the information or input important or worthwhile. Vice President Freeze said that the end result will be a ‘living document’ that will then be sent to a peer review team who reviews the document for strengths and opportunities for improvement. Vice President Freeze went over the categories of the portfolio, stating that the categories parallel WWCC’s own guiding principles. Vice President Freeze said that the project has been divided into smaller pieces, with each piece having a committee to oversee that section. Vice President Freeze stated that the deadline for submission of the completed project is May, 2012. Board President Roth stated that he believes the project will be very beneficial to WWCC. Trustee Plant asked if the project would impact faculty or professional workload. Vice President Freeze stated that because the project has been separated into smaller pieces, the impact will be minimal, although it will be a continuous process.

IV. EXECUTIVE SESSION
Secretary Eckman made a motion to enter into Executive Session for Personnel issues. The motion was approved by vote and the regular meeting was recessed at 8:00 p.m.

The regular meeting was reconvened at 9:15 p.m.

V. MINUTES
A. Approval
1. Secretary Eckman made a motion to approve the minutes of the January 13, 2011 meeting as presented. Motion approved by vote.

VI. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Chadey moved to ratify the Clearing Accounts as designated in the amount of $4,054,617.52 and the Electronic Transfers as designated in the amount of $156,581.75 for a grand total ratification of $4,211,199.27. 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>236292 through 238374</td>
<td>$3,142,056.06</td>
</tr>
<tr>
<td>Payroll</td>
<td>152782 through 153217</td>
<td>$294,225.86</td>
</tr>
<tr>
<td>Advices</td>
<td>020826 through 021012</td>
<td>$618,335.60</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$4,054,617.52</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>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$270,359.97</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Credit Card Payments to US Bank Corporate Payment System**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
<td>$91,510.95</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Bank to Bank Transfers

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Bank N. Side Branch</td>
<td>Major Maintenance CD</td>
<td>($1,005,289.17)</td>
</tr>
</tbody>
</table>

Investment Transfers

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Maintenance CD</td>
<td>1st Bank N. Side Branch</td>
<td>$800,000.00</td>
</tr>
</tbody>
</table>

Total Electronic Funds Transfers $156,581.75

GRAND TOTAL FOR BOARD RATIFICATION $4,211,199.27

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

V. RECOMMENDED ACTION

A. Old Business

1. Second Reading, Procedure 6210A, Academic Calendar

   Academic Council is reviewing all of the policies and procedures in the 6000 series, Instruction. As part of this review, the Academic Council reviewed and updated the Procedure for 6210A regarding the process for developing the Academic Calendar. The proposed revision was reviewed and approved by Policy and Procedures Committee, approved by the VP for Student Learning, and approved by the College President. One major change in this Procedure was needed: Change the timelines for development of these calendars from 2-years to every year. This change reflects the reality of our practice. Western tried to develop 2-year calendars, but found it impractical as we continued to make annual adjustments for various reasons. If the College is to remain responsive and flexible to change, it must review an Academic Calendar annually.

   Recommendation

   To approve the revision to Procedure 6210A, Academic Calendar.

   Secretary Eckman made a motion to approve the revision to Procedure 6210A as described above. Motion approved by vote.

2. Second Reading of Revised Policy 6120A, Library Confidentiality

   Academic Council is reviewing all of the policies and procedures in the 6000 series, Instruction. As part of this review, the Director of the Hay Library reviewed and updated the Policy for 6120A regarding Library Confidentiality. This policy and procedure had not changed since 1988. The proposed revision was reviewed and approved by Policy and Procedures Committee, approved by the VP for Student Learning, and approved by the College President. One major change in this Policy was needed. Because laws concerning confidentiality are affecting many institutions, including libraries, the following sentence was added to the Policy. “All state and national laws will be observed during this process.” This broad statement is appropriate; moreover, it allows this College policy and procedure to adapt to possible new changes in such
laws immediately.

Recommendation
To approve the revisions to Policy and Procedure 6120A, Library Confidentiality.

In the absence of Vice President Fitschen, Dr. Leach stated that Administration would like to have the policy revision tabled until further information can be obtained. Vice President Honaker made a motion to table the revision. Motion approved by vote.

3. Fees Increase for On-Campus Residence Halls – FY 2012
In January or February of each year, the Board of Trustees considers rental rates for on campus residence halls for the upcoming year. Last year, there was no rate increase to consider. This year, the Administration is recommending an across-the-board 4.4% academic year rent increase. This increase will cover potential salary increases and utilities increase for FY 2012. This increase is also reasonable given rates at other Wyoming community colleges and given the financial condition of the residence halls operation.

FY 2012 Fall & Spring Rates (By Semester)

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>FY 2011</th>
<th>FY 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement Suite Units (Double)</td>
<td>$966</td>
<td>$1,009</td>
</tr>
<tr>
<td>Basement Suite Units (Single)</td>
<td>$1,932</td>
<td>$2,018</td>
</tr>
<tr>
<td>Rocky Mtn. Hall I Suite Units (Double)</td>
<td>$983</td>
<td>$1,027</td>
</tr>
<tr>
<td>Rocky Mtn. Hall I Suite Units (Single)</td>
<td>$1,966</td>
<td>$2,054</td>
</tr>
<tr>
<td>Rocky Mtn. Hall II Suite Units (Double)</td>
<td>$1,036</td>
<td>$1,082</td>
</tr>
<tr>
<td>Rocky Mtn. Hall II Suite Units (Single)</td>
<td>$2,072</td>
<td>$2,164</td>
</tr>
<tr>
<td>Two Bedroom Apartment (Four Person)</td>
<td>$1,007</td>
<td>$1,052</td>
</tr>
<tr>
<td>Two Bedroom Apartment (Two Person)</td>
<td>N/A</td>
<td>$2,104</td>
</tr>
<tr>
<td>One Bedroom Apartment (Double)</td>
<td>$1,182</td>
<td>$1,234</td>
</tr>
<tr>
<td>One Bedroom Apartment (Single)</td>
<td>$2,297</td>
<td>$2,468*</td>
</tr>
<tr>
<td>Wind River Hall Apartment (Single Rooms only)</td>
<td>$1,774</td>
<td>$1,853</td>
</tr>
<tr>
<td>Aspen Mtn. Hall Suite Units (Double)</td>
<td>$1,350</td>
<td>$1,410</td>
</tr>
<tr>
<td>Aspen Mtn. Hall Suite Units (Single)</td>
<td>$2,700</td>
<td>$2,820</td>
</tr>
</tbody>
</table>

*Actually a 9.3% Increase. Amount for FY 2011 should have been $2,364 (200% of Double Rate for a One Bedroom Apartment) – This will get this rate to where it should now be.

FY 2012 Short Term & Summer Camp Rates (Per Night & Person)

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>FY 2011</th>
<th>FY 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basements &amp; Rocky Mtn. Hall (Double)</td>
<td>$20</td>
<td>$25</td>
</tr>
<tr>
<td>Basements &amp; Rocky Mtn. Hall (Single)</td>
<td>$25</td>
<td>$30</td>
</tr>
<tr>
<td>Snowy Range, White Mtn. &amp; Teton Apartments</td>
<td>$30</td>
<td>$35</td>
</tr>
<tr>
<td>Wind River Hall Single Rooms</td>
<td>$40</td>
<td>$45</td>
</tr>
<tr>
<td>Aspen Mtn. Hall (Double)</td>
<td>N/A</td>
<td>$25</td>
</tr>
<tr>
<td>Aspen Mtn. Hall (Single)</td>
<td>N/A</td>
<td>$30</td>
</tr>
<tr>
<td>Aspen Mtn. Hall (VIP Suite)</td>
<td>N/A</td>
<td>$45</td>
</tr>
</tbody>
</table>
FY 2012 Long Term Summer Rate
Snowy Range, White Mtn., Teton, & Wind River
60% of Previous Spring Semester Rate
Pro-Rated Per Night
(4% Percentage Increase from FY 2011)

FY 2012 Linen Charge Rate
All Units
$4.00 per Linen Set per Change
($0.50 Increase from FY 2011)

Recommendation

To approve the FY 2012 Residence Halls Rental Fees as set forth above.

Mr. Dustin Conover, Director of Residence Halls and Student Life, gave an explanation of the requested rate increase. Mr. Conover asked the Board to review the additional information provided to them regarding budgeted expenditures, revenue and comparisons of housing costs with other Wyoming community colleges and UW. Mr. Conover stated that the revenue figures provided in the additional information could be misleading because Housing uses the accrual method of accounting and revenue is posted as it is earned, not as it is collected. Mr. Conover stated that the revenue figure provided includes the majority of Spring housing charges/revenue although actual collection of the revenue is ongoing.

Trustee Reese asked if an increase in residence hall rates would affect a student’s decision to attend WWCC. Mr. Conover replied that although he could not state that it absolutely would not be a factor, WWCC’s housing rates are among the lowest in the state and surrounding states. Trustee Reese asked why WWCC did not strive to keep its housing rates at the lowest in the state. Mr. Conover replied that several years ago the Board of Trustees directed Administration to make the operation self-sufficient and discontinue yearly subsidies. Mr. Conover said that the increase is needed to avoid reverting back to requiring college subsidy to cover expenses. Vice President Honaker stated that she would have liked to see summer rental rates separated from fall and spring rates. A lengthy discussion ensued regarding revenue projection, expenses and whether higher housing rates affect student recruitment and retention. President Roth asked if the Board could delay making a decision. Vice President Freeze stated that the catalog is ready to be printed with the exception of the residence hall rates.

Secretary Eckman made a motion to approve the FY2012 Residence Halls Rental Fees as described above. The motion failed with Secretary Eckman and Treasurer Chadey voting in favor of the increase while Vice President Honaker and Trustees Plant and Reese voted against the increase.

B. Consent Agenda
Trustee Reese made a motion to remove items #4 and #7 from the Consent Agenda. Ms. Frink asked for clarification on the motion, stating that the items on the Consent Agenda had been approved during the earlier agenda approval and that the current item of business should be one motion to either accept or deny the recommendations from Administration on the remaining Consent Agenda items. President Roth stated
that due to concerns on several Consent Agenda items, each item would be acted on independently.

1. **Authorization to Solicit Proposals for Audit Services**

   The Board Audit Committee has determined that the College should seek proposals from qualified firms to perform the required annual audits for the FY 2010-11 and 2011-12 fiscal years. It has been several years since proposals were solicited. The firm Hansen, Barnett, and Maxwell has been rendering the audit services commencing with the 2003-04 audit. The Vice President for Administrative Services and the Director of Finance have prepared a Request for Proposals. It is anticipated that the Administration and the Audit Committee will review the proposals received and conduct interviews in March and that a recommendation will be provided the Board of Trustees at its April meeting.

   **Recommendation**

   To authorize the Administration to solicit Requests for Proposals for audit services as described.

   Vice President Kelsey gave a brief explanation of the request, stating that annual audits are required by state statute. President Roth called for a vote on the authorization to solicit proposals, although no motion to accept the recommendation had been made. The authorization to solicit requests for proposals for audit services was approved by vote.

2. **Increase in the FY 2010-11 Federal Fund Budget**

   From time to time it is necessary to increase College budgets due to increased revenues or due to budgeting carryover amounts. The FY 2010-11 Federal Fund budget needs to be increased as follows:

<table>
<thead>
<tr>
<th>Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SpeakENG Instructor Training Grant</td>
<td>$316,962</td>
</tr>
<tr>
<td>INBRE</td>
<td>$35,000</td>
</tr>
<tr>
<td>Total</td>
<td>$351,962</td>
</tr>
</tbody>
</table>

   **Recommendation**

   To increase the FY 2010-11 Federal Fund budget by $351,962, from $8,744,210 to $9,096,172.

   Vice President Kelsey stated that the additional revenues were from two grants which had been received. Secretary Eckman made a motion to increase the FY2010-2011 Federal Fund budget as described above. Motion approved by vote.

3. **Renewal of Food Services Contract**

   Currently the College offers three meal plans in Mitchell’s; 5, 10, and 18 meals per week. (The five meal plan is only good Monday through Friday). We are now being charged by Sodexo as follows:

<table>
<thead>
<tr>
<th>Meals per Week Plan</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$4.48</td>
</tr>
<tr>
<td>10</td>
<td>$7.83</td>
</tr>
<tr>
<td>18</td>
<td>$8.86</td>
</tr>
</tbody>
</table>
The College also offers meal plan options involving “flex” dollars which enable students to use a portion of their contract money on a cash basis in either the T-Rex Grill or in Mitchell’s Cafeteria. These meal plans are as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Meal Plan</td>
<td>$8.86</td>
<td>$100.00/Semester</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$9.32</td>
<td>$150.00/Semester</td>
</tr>
<tr>
<td>12 Meal Plan</td>
<td>$8.86</td>
<td>$55.00/Semester</td>
</tr>
</tbody>
</table>

The College has negotiated the 2011-12 prices with Sodexo and agreement has been reached. The 2011-12 prices recommended are as follows and represent a 1.5% cost increase:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Meals per Week Plan</td>
<td>$4.55</td>
<td></td>
</tr>
<tr>
<td>10 Meals per Week Plan</td>
<td>$7.95</td>
<td></td>
</tr>
<tr>
<td>18 Meals per Week Plan</td>
<td>$8.99</td>
<td></td>
</tr>
</tbody>
</table>

Recommendation
To approve the 2011-12 contract meal plans charged to the College by Sodexo Food Services as stated above.

Vice President Kelsey gave a brief explanation of the food services increases. Vice President Honaker made a motion to approve the food services contract as described above. Motion approved by vote.

4. Sale of Tract of Land to Paul Thomas Gust and Kerene Kay Gust
In late Fall, 2010, Mr. Paul Gust discovered, via a local land title company, that he does not own a parcel of land adjacent to 212 College Court he thought he owned. This parcel of land adjoins College Drive across from the Rock Springs campus. In January, 2007, the City of Rock Springs executed a Quit Claim Deed in his favor, conveying and quit claiming all interest the City had in the property in question. Mr. Gust was of the understanding that the City of Rock Springs actually owned the property and by the conveyance he then owed the property. The size of the property in question is 0.2067 acres. Mr. Gust subsequently improved the land by installing a retaining wall, a fence, and by importing fill dirt and topsoil. Mr. Gust approached the College in December, 2010 seeking resolution of the matter. Since then, the Administration has been working with Mr. Gust, a local real estate appraiser, and the College attorney, Galen West to resolve the matter. The property was appraised in January, 2011 by James E. Taucher, with the firm Taucher and Taucher, Wyoming Certified Residential Appraisers. The property was appraised at $1,000. The College attorney recommends, for a variety of reasons set forth in the Resolution, that the Board of Trustees sell the land to the Gusts at the appraisal price. Attached is a Resolution and Quit Claim Deed for review and Board consideration.
Recommendation
To approve the following Resolution:
A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO SELL AND CONVEY THAT REAL PROPERTY AND PREMISES OWNED BY THE COLLEGE LOCATED ADJACENT TO 212 COLLEGE COURT, ROCK SPRINGS, SWEETWATER COUNTY, WYOMING TO PAUL THOMAS GUST AND KERENE KAY GUST.

Vice President Kelsey explained that the property in question is useless to the College and would not be useful to anyone other than the property owner in question. Secretary Eckman made a motion to approve the resolution to sell and convey real property as described above. Trustee Reese stated that because the property comprised 9,000 square feet, the sale price would be less than $0.09 per square foot which is unacceptable and essentially gives the property away for free. Trustee Reese made a motion to table the property sale until an appraisal could be completed. Vice President Kelsey stated that the property had been appraised by the firm of Taucher and Taucher at a value of $1,000. Trustee Reese withdrew his motion to table the sale. The motion to approve the resolution to sell and convey real property was approved with Vice President Honaker, Secretary Eckman and Treasurer Chadey voting in favor of the sale and Trustees Plant and Reese voting against.

5. Moved to New Business Item #5

6. Moved to New Business Item #6

7. Approval of Resolution to Convey Property to Sweetwater County
The Board is aware that for the past year the College has been attempting to clean up some property ownership issues along College Drive and Skyline Drive involving Sweetwater County. Late last year, one transaction was completed involving land lying North of Skyline Drive which was owned by the County. This land was conveyed to the College by Sweetwater County. The College attorney has been working with the attorneys from the Hospital District and Sweetwater County and with Wyoming Land Title Company to help clean up the ownership issues associated with a parcel of land adjacent to land owned by Sweetwater County and used by Southwest Counseling Service. There is a strip of land along College Drive in close proximity to Southwest Counseling Service which is owned by the College. This parcel of land is of no use to the College and it is in the best interest of the College to convey the land to Sweetwater County.

Recommendation
To approve the following Resolution:
A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT TO CONVEY REAL PROPERTY OWNED BY THE COLLEGE ALONG COLLEGE DRIVE, ROCK SPRINGS, SWEETWATER COUNTY, WYOMING, TO THE BOARD OF COUNTY COMMISSIONERS OF SWEETWATER COUNTY, STATE OF WYOMING

Vice President Kelsey gave a brief explanation of the request to convey the property. Secretary Eckman made a motion to approve the resolution. Trustee
Reese made a motion to table the item, stating that the college should not give away its holdings but should be taking steps to increase its holdings. President Roth stated that the motion to table takes precedent over the motion to approve and asked for a vote on the motion to table. The motion was approved with Treasurer Chadey and Trustees Plant and Reese voting in favor of tabling the item and Vice President Honaker and Secretary Eckman voting against.

C. New Business

1. Authorization to Raze the WWCC President’s House
   In the mid-1970s, the College Building Trades program constructed what has been known as the “President’s House” on the Rock Springs campus. Actually, a former Physical Resources Director at the College, Jack Carr, and his wife lived in the house for many years. Subsequently, former College President Tex Boggs and his family lived in the house the entire length of his presidency. The President’s House has been vacant now since Dr. Leach moved out in May 2009. The Administration, upon the request of Board President Roth, retained Plan One Architects to estimate what it would cost to bring the house up to code. A copy of the Plan One report is included in the addendum. There would be additional costs as well in order for the house to be occupied, including:

   • Architectural Fees
   • Roofing
   • Re-Painting Interior
   • Re-Carpeting
   • Replacing old wood wall paneling
   • Replacing the deck
   • Replacing exterior doors and windows
   • Providing under floor insulation
   • Replacing light fixtures

   The Administration is of the opinion that it would be in the best interest of the College to raze the house. There are several issues with the house in its current condition and inasmuch as it is vacant, there are associated liability concerns. It will cost less than $10,000 to raze the house. The area can be developed as a park until future plans emerge.

   Recommendation
   To authorize the Administration to retain a qualified contractor to raze the President’s House on the WWCC Rock Springs campus.

   President Leach gave an explanation of the recommendation to demolish the President’s House. Vice President Honaker made a motion to approve the demolition. The motion was approved by vote with Trustee Reese voting against demolition.

2. Approval of Academic Leave Requests, FY 2012
   Board Procedure 4520 E provides for Academic Leave for faculty and professional/administrative employees. This procedure restricts the number of leaves to one (1) leave for every 15 faculty employees and one (1) leave for every 15 professional/administrative employees. This year, there were five applications for Academic Leave. Four applications are from members of the
faculty. Applications were filed by Craig Thompson (professor of earth science/engineering), Susan Bates (instructor of psychology), Dorothy Harton (assistant professor of exercise science), and Dragan Skropanic (associate professor of mathematics). One application was submitted by professional staff, Kim Drane, director of the student development center. The Leave of Absence Review and Evaluation Committee completed its review of the applications and recommended to the College President that all five applicants be awarded Academic Leave requested and designated below. The College President subsequently reviewed the applications and is recommending four of the five applications be awarded.

Mr. Craig Thompson
Requested Leave: One Contract Year at Half Pay

Mr. Thompson is requesting leave to participate in professional research at the Swiss Federal Polytechnic University’s (ETH) Institute of Aquatic Sciences and Technology (eawag) Department of Aquatic Ecology. The research component will build upon glacier studies which Mr. Thompson started in 1985. These studies have evolved into intercontinental research investigating how streams and aquatic ecosystems below receding alpine glaciers are adapting to climate change. In 2009, he began a collaborative international research study with Christopher Robinson of ETH-eawag and conducted research on Swiss alpine glaciers. In the summer of 2010, Dr. Robinson participated in our ongoing glacier research in Wyoming's Wind River Range. The committee reviewed Mr. Thompson’s application and recommended approval by the College President for presentation for approval by the Board of Trustees. The College President concurs with the committee’s recommendation.

Ms. Dorothy Harton
Requested Leave: One-Half Contract Year at Full Salary

Ms. Harton is requesting academic leave to take a course from the Norwegian School of Sports Sciences in Spring 2012. She plans to take a course that has historically been offered as a spring semester course at this institution, MAS460 - Physical Activity and Health, a graduate-level, 10-credit hour course. This course will cover the occurrence and characteristics of various diseases, the role and effectiveness of physical activity in the prevention of these diseases, the program designs most effective for each of these conditions, and the health problems related to performance in certain sports activities. A significant portion of the course requirement is to review and present the latest research related to these topics. The professor teaching this course, Roald Bahr, is one of the main lecturers at the coming American College of Sports Medicine’s Annual Meeting/World Congress on Exercise is Medicine. The committee reviewed Ms. Harton’s application and recommended approval by the College President for presentation for approval by the Board of Trustees. The College President concurs with the committee’s recommendation.

Ms. Susan Bates
Requested Leave: One-Half Contract Year at Full-Salary
Ms. Bates is requesting academic leave for three independent projects: Two of the experiences involve her study of human sexuality, and one involves her desire to re-focus attention on her primary responsibilities as an instructor of psychology and sociology after completing a rigorous, three-year master's program in counselor education. First, she will complete an online psychology continuing education course, Human Sexuality, offered through Vista Continuing Education/Speedy CEUs. The ten-unit, comprehensive course is approved by the American Psychological Association, the National Association of Social Workers and the National Board for Certified Counselors. Second, upon successful completion of the online course, Ms. Bates will develop a Human Sexuality course to be offered on-campus and online to WWCC students during the Spring 2012 semester. Third, she will attend the National Social Science Association's (NSSA) Professional Development Conference which is held each year in mid-October. The NSSA advocates an interdisciplinary approach to the social sciences and believes that a more rigorous scientific methodology should be applied to the social sciences. The committee reviewed Ms. Bates’ application and recommended approval by the College President for presentation for approval by the Board of Trustees. The College President concurs with the committee’s recommendation.

Dr. Kim Drane
Requested Leave: One-Half Year at Full Salary

Dr. Drane’s request for academic leave also has three primary goals. The first goal is to complete her certification in Wellness Coaching as well as Health Coaching. She achieved her Foundational Life Coach Training certificate a number of years ago and used the training and experience with many students at Western Wyoming Community. The second goal is to work with Dorothy Harton and Susan Bates to develop a Wellness program on campus for faculty and staff. Dr. Drane’s third goal is to collaborate with the Athletic Director and coaches as they develop programs and possibly a class designed specifically for our student athletes. Her fourth goal is to attend an ethics workshop or class that fulfills the continuing education requirement for her counseling licensure. The fifth goal is to attend the National American Counseling Association Conference in March, 2012. The committee reviewed Dr. Drane’s application and recommended approval by the College President for presentation for approval by the Board of Trustees. The College President concurs with the committee’s recommendation.

Mr. Dragan Skropanic
Requested Leave: Work Part-time at Full Pay for Two Consecutive Semesters

Mr. Skropanic is currently working toward a PhD in Epidemiology at Walden University. His academic leave request is to take doctoral-level online courses at Walden University and attend one PhD residency. Tentatively, the courses he plans to take are: PUBH 8300 Infectious Disease Epidemiology (5 credits); PUBH 8310 Social & Behavioral Epidemiology (5 credits); PUBH 8320 Environmental & Occupational Epidemiology (5 credits); PUBH 8330 Chronic Disease Epidemiology (5 credits); PUBH 8340 Molecular & Genetic Epidemiology (5 credits); PUBH 8350 Field Methods & Data Analysis in Epidemiology (5 credits). These courses total 30 quarter credits or 22.5
semester credits. These courses are a part of requirements for a PhD in Epidemiology & Biostatistics at Walden University. The Committee recommended approval of Mr. Skropanic’s request for leave to the College President; however, the College President asked for additional information based on the following concerns:

1) Epidemiology is a graduate level area of study and Western is highly unlikely to offer this program at the community college. The most closely aligned program at the college is Nursing and the Nursing program does not have the requirement or capacity to add an epidemiology component.

2) The president reviewed the course descriptions for all the courses above and found them to be content specific, primarily focused on the theory and knowledge needed to study epidemiology, including diseases, social practices, and historical perspectives. While all of these topics are seminal to the field of epidemiology, they are not statistics based. The Academic Leave policy specifically addresses the requirement that the planned leave, "will ultimately benefit the College, the students, and the professional employee." While the benefit to the professional growth of the employee is evident, the benefit to the College and the students is not directly evident.

Recommendation
That the WWCC Board of Trustees approve Academic Leave for Mr. Craig Thompson, Ms. Dorothy Harton, Ms. Susan Bates, and Dr. Kim Drane as described above.

Dr. Leach gave an explanation of the requested academic leaves, and asked each applicant to give a short synopsis of their plans for their requested leave. Secretary Eckman made a motion to approve all five applications for Academic Leave for FY2012. Motion approved by vote.

3. Early Retirement Request: Carol Brown
Policy and Procedure 4230E provides an early retirement option for employees who have a minimum of 10 years consecutive FT employment and are 57 years or older but less than his/her full retirement age as defined by the U.S. Social Security Administration. Carol Brown, the Director of the Hay Library, has applied for early retirement and meets the eligibility requirements. Carol has provided over 20 years of dedicated service for the College Library in a range of positions; starting in part-time paraprofessional positions, completing her MLS and then working in various full-time professional positions. The administration supports this request.

Recommendation
Approve Carol Brown’s request for early retirement effective July 1, 2011.

Dr. Leach gave a short explanation of the early retirement request. Vice President Honaker made a motion to approve Ms. Brown’s request for early retirement as described above. Motion approved by vote.

4. Early release from Employment Contract: TaJuan Wilson
TaJuan Wilson has tendered his resignation effective February 25, 2011. Mr. Wilson has worked for the College for six months as a GEAR UP Coordinator.
His contract would normally end on June 30, 2011. Mr. Wilson is resigning due to a family illness and is asking for an early release from his contract for the employment year beginning September 1, 2010 and ending June 30, 2011. Policy 4230B, Resignations. The administration supports Mr. Wilson’s request. The College greatly appreciates the work Mr. Wilson has done in the course of his employment and wishes him the best of luck in his future endeavors.

Recommendation
Approve Mr. Wilson’s request for release from his 2010/2011 employment contract.

Associate Vice President Watkins gave a brief explanation of the request for release. President Leach commented that it was a great loss for the college as Mr. Wilson was a perfect fit for the position. Vice President Honaker asked if the position would be filled right away. Associate Vice President Watkins stated that because the position is grant funded, with the current grant cycle ending in August, the position would not be filled immediately. Associate Vice President Watkins said that once a new grant has been secured the position would be advertised and that she would be taking over the duties of the position until then. Treasurer Chadey made a motion to approve the early contract release for Mr. TaJuan Wilson. The motion was approved by vote.

5. Approval of Resolution and Quit Claim Deed Associated With Lot 16 of the College View Commercial Park, (Moved from Consent Agenda Item #5)

In October, 2007, the WWCC Board of Trustees approved a Resolution conveying to Rocket City Professionals, LLC, via special warranty deed, Lot #16 of the College View Commercial Park. A legal technicality has arisen in connection with this conveyance of property. The College conveyed the property to Rocket City Professionals before Rocket City Professionals filed its organizational documents with the Wyoming Secretary of State Office. Thus, technically, WWCC may still be the owner of record of the property. Apparently, this situation came to light during negotiations between Rocket City Professionals and the developer of the would-have-been Dickey’s BBQ building. The College’s attorney, Galen West, has indicated that this situation is easily remedied. He has prepared a Resolution and Quit Claim Deed for execution by the Board of Trustees which he says will clear up this issue.

Recommendation
To approve the following Resolution:
A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO RECONVEY CERTAIN REAL PROPERTY AND PREMISES OWNED BY THE COLLEGE LOCATED ON GATEWAY BLVD, ROCK SPRINGS, SWEETWATER COUNTY, WYOMING, TO ROCKET CITY PROFESSIONALS, LLC.

Vice President Kelsey gave an explanation of the required resolution. Vice President Kelsey stated that it was his understanding that the Board desired to table the issue until college legal counsel could be available to resolve questions. Vice President Honaker made a motion to table the resolution and quit claim deed for Lot #16 of the College View Commercial Park. The motion was approved by vote.
6. **Approval of Resolution and Agreement For Cross Easements on Lots 13 and 16 in the College View Commercial Park**

Subsequent to the platting of the College View Commercial Park subdivision, and subsequent to the conveyance from the College to Rocket City Professionals of Lot 16, the City of Rock Springs requested that the parties enter into an agreement granting cross easements for a common driveway between lot 13 and lot 16. [Lot 13 is still owned by the College.] The owners of Rocket City Professionals are attempting to sell the vacant building on lot 16 [originally designed for Dickey's Barbeque] to another eating establishment. The City of Rock Springs will not allow lot 16 to be subdivided for the purpose of having a second business on the property until a cross easement agreement affecting lots 13 and 16 is entered into between the College and Rocket City Professionals. The Administration believes the cross easement agreement is a good and necessary requirement and thus has no concerns with the proposed agreement. The College’s attorney, Galen West, has prepared the attached Resolution and Agreement for Board approval.

**Recommendation**

To approve the following Resolution:

A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO ENTER INTO AN AGREEMENT WITH ROCKET CITY PROFESSIONALS, LLC, A WYOMING LIABILITY COMPANY, GRANTING CROSS EASEMENTS FOR A COMMON DRIVEWAY.

Vice President Kelsey stated that it was his understanding that the Board wished to table the issue until college legal counsel could be present. Vice President Honaker made a motion to table the resolution. Motion approved by vote.

**VI. INFORMATION/PROPOSALS**

A. **Visiting Delegations**

None

B. **Questions/Media/Public**

None

C. **President/Staff**

Vice President Freeze reported that WWCC had been accepted into a program to create a volunteer framework for accountability. Vice President Freeze said that the program will establish reportable features for community colleges. Vice President Freeze said that she is excited to have WWCC accepted into the program.

Vice President Freeze reported that WWCC’s Financial Aid department will hold their annual FAFSA assistance program, previously dubbed ‘College Bowl Sunday’. Vice President Freeze said that the name has changed to ‘FAFSA Frenzy’. Vice President Freeze said that the numbers of people taking advantage of the assistance has increased. Vice President Honaker asked if advertising for the event is reaching the intended target audience and if participants are asked how they learned of the opportunity. Vice President Freeze said that participants are asked to complete a
Vice President Kelsey reported that the Board members had been given a listing of administratively approved change orders as required by Board policy.

Vice President Kelsey reported that WWCC’s ARRA projects are coming along nicely. Vice President Kelsey provided a handout for the Board members depicting all Wyoming Community College ARRA funded projects and their status. Vice President Kelsey noted that WWCC’s projects are all in progress. President Roth said that ARRA project deadlines were a topic of discussion at the recent WCCC meeting and asked if administration expected any problems with deadlines for our projects. Vice President Kelsey said that he does not anticipate any problem with meeting the deadline. Vice President Kelsey said that the deadline for completion of projects is mid-fall, while WWCC’s projects should be completed by early August. Trustee Plant asked if the funds were stimulus funds. Vice President Kelsey said yes. Trustee Plant asked how many jobs had been saved or created with the funding and if that information had been provided to the media. Vice President Kelsey said that although some stimulus funds are restricted to use for salaries, there was no stipulation to save or create jobs. Vice President Kelsey said that the ARRA funds are major maintenance related rather than salary related. Dr. Leach added that three temporary positions are being funded with the SFSF funding, which are the stimulus funds dedicated to salaries.

Dr. Leach reported that Saturday, February 12 will be the second annual ‘Mustang Walk’ to benefit the American Heart Association. Dr. Leach also said that a new wellness program, ‘Walk Western’ has been implemented. Dr. Leach said that many employees and community members use WWCC’s hallways as a walking track. Dr. Leach reported that the walking path has now been marked and information provided on distances covered by the path. Dr. Leach said that the new program encourages participation by giving free pedometers and allowing participants to be eligible for prizes. Dr. Leach also said that any participant who completes a total of 250 miles walked before the deadline will receive a WWCC jacket.

President Roth asked for clarification on the proposed revisions to the Horizontal Advancement Policy mentioned during the WWCC Senate report. President Roth commented that it appears WWCC has a shortage of full professors and would like to see the thought process behind the formulation of the policy.

Secretary Eckman reported that he had attended a conference on the planning of the Family Justice Center. Secretary Eckman said that the center will offer ‘one-stop’ services for community members with law enforcement, social services and legal counseling all available under one roof. Secretary Eckman said that the center will be a good resource for victims of domestic abuse, elder abuse, child abuse and sexual assault. Secretary Eckman encouraged all Board members to familiarize themselves with the center and the services it offers.

President Roth asked if WWCC had any policies specifically relating to bullying. Vice President Freeze stated that WWCC’s student conduct policy covers hazing although bullying is not specifically mentioned in the policy. Vice President Honaker asked if...
WWCC had policies in place to identify and/or intervene with problem students. Vice President Freeze stated that policies must take into account a student’s right to privacy while protecting other students and staff. Vice President Freeze said that several WWCC employees would be attending a seminar on behavioral intervention later in the week.

Treasurer Chadey stated that she had attended a performance of ‘(mis) Fitting In’ and found the story line to be a worthwhile premise concerning bullying. Treasurer Chadey asked if the production had completed its performance schedule. Dr. Leach said that the theatre group had performed the play at 3 different schools and is planning on performing in Farson and Wamsutter. Trustee Plant commented that Theatre Director Jamie Young had written both the play and lyrics for the songs.

Trustee Plant stated that he had attended the reading and workshop by visiting writer Tom Rea. Trustee Plant said that the reading was well attended.

President Roth stated that a date needed to be set for the completion of the Board retreat. President Roth said that the retreat would be held from 10:00 a.m. to 2:00 p.m. on whichever date was chosen. The Board agreed on Saturday, February 26 for the retreat, to be held at Vice President Honaker’s home.

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

VII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Feb. 14-16</td>
<td>ACCT National Legislative Summit Washington, D.C.</td>
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<tr>
<td>Feb. 21</td>
<td>WWCC Holiday – Offices Closed</td>
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<tr>
<td>Feb. 24</td>
<td>Budget Worksheets to VP for Administrative Services</td>
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<tr>
<td>Mar. 15</td>
<td>Regular Board of Trustees Workshop Room 3071</td>
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<tr>
<td>Mar. 15</td>
<td>Regular Board of Trustees Meeting Room 3060</td>
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<td>Mar. 18</td>
<td>Executive Council Budget Workshop</td>
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<tr>
<td>Mar. 22</td>
<td>Board Orientation, Part I Room 3071</td>
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<tr>
<td>Mar. 24</td>
<td>Board Orientation, Part II Room 3071</td>
</tr>
<tr>
<td>Apr. 12</td>
<td>Board Budget Workshop Room 3071</td>
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<tr>
<td>Apr. 14</td>
<td>Regular Board of Trustees Workshop Room 3071</td>
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<tr>
<td>Apr. 14</td>
<td>Regular Board of Trustees Meeting Room 3060</td>
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<tr>
<td>Apr. 22</td>
<td>WWCC Holiday – Offices Closed</td>
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<tr>
<td>Apr. 25</td>
<td>WWCC Holiday – Offices Closed</td>
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<tr>
<td>Apr. 26</td>
<td>WCCC Meeting, Powell</td>
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VIII. ADJOURNMENT
Having no further business to act on, President Roth adjourned the regular meeting at 10:47 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