Board of Trustees

REGULAR MEETING MINUTES
March 15, 2011

Trustees Present: Also Present:
James Roth, President Dr. Karla Leach, College President
George Eckman, Secretary Marty Kelsey, VP for Administrative Services
Dick Boettcher Ken Fitschen, VP for Student Learning
Chris Plant Sandy Caldwell, Assoc. VP for Student Learning
Laurie Watkins, Assoc. VP for Student Success

Trustees Absent:
Shannon Honaker, Vice President Carla Budd, Assoc. VP for Administrative Services
Lynne Chadey, Treasurer Carol Brown DeeAnna Archuleta
Bob Reese Debra Clawson Sandy Mitchell
Stacee Hanson Kandy Frink

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 7:15 p.m., Tuesday, March 15, 2011, in Board Room 3060, Rock Springs Campus, President James Roth presiding.

   B. Approval of Agenda
      1. Trustee Boettcher made a motion to move Consent Agenda Item #1 to New Business, and to accept both the Regular and Consent Agendas as revised. Motion approved by vote.

II. 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 association. Ms. Clawson reported that the Paraprofessional Association would hold its second annual “Day Care Day” on March 25, 2011. Ms. Clawson explained that the group will offer day care services to WWCC students whose children attend public schools in Green River or Rock Springs. Ms. Clawson stated that the public schools are not in session on that day, but WWCC classes are in session. Ms. Clawson also reported that a Spring Food Drive and the annual employee recognition event are being planned. Ms. Clawson went on to say that Paraprofessional Association elections will also be held soon. Trustee Plant commended the group on their community involvement. The Board thanked Ms. Clawson for her report.
C. **WWCC Senate**

Dr. Sandra Mitchell, Professor of Biological Services, gave a brief report on behalf of the WWCC Senate. Dr. Mitchell reported that the Senate has been discussing the possibility of implementing a “Personal Day Bank” that would be handled similar to the ‘Sick Day Bank’. Dr. Mitchell also said that the Senate is working on proposed changes to the Bereavement policy and the Horizontal Advancement policy. Dr. Mitchell went on to say that the Senate hosted several teaching/learning forums on various topics as well as discussing the role and responsibilities of Senate members in regards to attendance at meetings, communications, etc. Dr. Mitchell reported that elections for Senate Officers for the upcoming year will be held soon. President Roth said that he was happy to see the Senate discussing their roles and responsibilities and that he hoped it would encourage members to be more active. Trustee Plant echoed President’s Roth’s comments and added that communication lines need to remain open.

D. **Hay Library, Carol Brown**

Ms. Carol Brown, Director of Library Services, gave the annual report for Hay Library. Ms. Brown thanked the Board members for their attendance at the Legislative reception held during the fall semester. Ms. Brown reported that the Cultural Affairs committee provided the refreshments for the event and the Sweetwater County Library System provided the advertising. Ms. Brown stated that the Information Literacy Area within the library is now a reality and has been well received. Ms. Brown reported that several new databases on a variety of subjects have been added to the services provided by the library. Ms. Brown also said that Hay Library is in the process of ‘weeding’ the books. President Roth asked if space were an issue. Ms. Brown stated that although space is always an issue, the process of weeding is not dependent on space. Ms. Brown said that many factors are taken into consideration before removing a book from their shelves such as how often the book is checked out, the condition of the book, how many copies are available and of course whether the information is current. Ms. Brown used the example of books concerning terrorism, stating that books written prior to September 11, 2001 all contain outdated information. Ms. Brown said that the library collection must remain vibrant and current. Trustee Boettcher asked if the process would be different if the library had more space. Ms. Brown replied that the process would remain the same. Trustee Plant asked to have a specific book remain in the collection. Ms. Brown stated that faculty members are always asked for their recommendations before any book is removed from the collection. Ms. Brown concluded by thanking the Board for their support over the years and stated that she is scheduled to retire in June. The Board thanked Ms. Brown for her years of service and dedication to WWCC.

E. **Financial Aid, Stacee Hanson**

Ms. Stacee Hanson, Director of Financial Aid, gave the annual report to the Board. Ms. Hanson stated that it had been a busy year. Ms. Hanson said that over $8 million had been disbursed in financial aid to WWCC students. Ms. Hanson provided a listing breaking the total aid disbursed into categories. Ms. Hanson also said that WWCC had recently switched from using the Federally Funded Family Education Loan Program (FFELP) to using the Direct Loan Program. Ms. Hanson said that the difference is that the FFELP program used private lenders to process the funds, while the Direct Loan program provides student loans directly through the US Government. Ms. Hanson stated that her staff are active on campus, in the state, and in the region. Ms. Hanson said that financial aid employees assisted with Choices, Freshmen Forward, Senior Day, and the Outreach In-Service programs. Ms. Hanson also said that financial aid hosted
FAFSA Frenzy, several parent nights, Donor Appreciation night and a scholarship party to encourage filing forms before the April 1\textsuperscript{st} deadline. Trustee Plant asked for a percentage of full-time students who receive aid. Ms. Hanson said that while she did not have an exact figure readily available, she would estimate the percentage at 68-70%. The Board thanked Ms. Hanson for her report.

III. MINUTES
A. Approval
1. Secretary Eckman made a motion to approve the minutes of the February 8, 2011 meeting as presented. Motion approved by vote.

2. Secretary Eckman made a motion to approve the minutes of the March 3, 2011 meeting as presented. Motion approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Acting Treasurer Boettcher moved to ratify the Clearing Accounts as designated in the amount of $3,600,452.42 and the Electronic Transfers as designated in the amount of $447,400.98 for a grand total ratification of $4,047,853.40. Motion approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Vouchers</td>
<td>238375 through 239346</td>
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<tr>
<td>Payroll</td>
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<td>Advices</td>
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<td>Total – All Clearing Account Warrants</td>
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Electronic Funds Transfers

\textit{Payroll Tax Payments to I.R.S.}

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<th>To</th>
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<tr>
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<td>EFTPS-CHICAGO USATAXPYMT</td>
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\textit{Credit Card Payments to US Bank Corporate Payment System}

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<th>To</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>US Bank A/C# 147497000116</td>
<td>EFT US Bank CC Payments</td>
<td>$135,318.32</td>
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</tbody>
</table>

\textit{Bank to Bank Transfers}

|                  |                           | 0.00         |

\textit{Investment Transfers}

|                  |                           | 0.00         |

Total Electronic Funds Transfers $447,400.98
GRAND TOTAL FOR BOARD RATIFICATION $4,047,853.40

(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 of Revised Policy 6120A, Library Confidentiality**

   After some concerns were raised at the January Board meeting during the first reading, the revised P & P 6120A was reviewed by the College Attorney. The College Attorney proposed changes in the language but not in the original intent, i.e. that the College will follow the applicable laws related to confidentiality. The Director of the Hay Library had recommended one major change in this Policy. 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.” The College Attorney revised the language in the Policy to the following: “Western Wyoming Community College Hay Library will protect the privacy of any patron who uses the library to the extent permitted by applicable law. He also added an initial sentence to the Procedure: “To the extent permitted by applicable law, the following procedures shall apply.” The proposed revision was reviewed and approved by Policy and Procedures Committee and approved by the VP for Student Learning.

**Recommendation**

Approve the revised Policy and Procedure 6120A on Library Confidentiality.

Vice President Fitschen gave a brief explanation of the proposed revisions, stating that the new language was suggested by college legal counsel. Trustee Boettcher made a motion to table the item. Motion approved by vote. President Roth clarified that a short discussion on the revision had been conducted during the workshop and due to the concerns raised by the Board at the January meeting the matter should be tabled until more than a bare majority of the Board were present.

B. Consent Agenda

1. **Extinguishment of Bad Debts (Moved to New Business Item #1)**

2. **Acceptance of Applications for Deposit of Public Funds**

   Wyoming State Law requires that College funds be deposited in a financial institution that has been accepted as an official depository by the Board of Trustees. The financial institutions are required to make formal application. The Administration has received applications from the following financial institutions: 1st Bank, Rock Springs National Bank, Wells Fargo Bank, US Bank, Rawlins National Bank, Bank of the West, State Bank, Rocky Mountain Bank, Bank of Commerce, and Commerce Bank. All of our outreach locations are served by one or more of the above-listed banks.

**Recommendation**

To accept the above-named financial institutions as official depositories of public funds for Fiscal Year 2011-12.

3. **Extension of Real Estate Brokerage Agreement, Brokerage Southwest**

   In September, 2010, the Board of Trustees extended Brokerage Southwest’s real estate brokerage agreement to market the lots in the College View Commercial Park until March 23, 2011. The commission is 4%. The Administration
recommends that the Agreement be extended for six months until September 23, 2011. The Administration has visited with Jim Anselmi from time to time. The market is still slow, but definitely picking up in the Rock Springs area. More developers have been contacting him about possible building sites in the Rock Springs area, including showing some interest in WWCC property.

Recommendation
To extend the real estate brokerage agreement between WWCC and Brokerage Southwest until September 23, 2011.

4. **Authorization to Solicit Competitive Bids for Student Accident Insurance**

Every three years, WWCC bids the student accident insurance coverage. This coverage currently includes accident medical coverage of $1500 per full-time student, and an up to $25,000 policy plus up to $10,000,000 catastrophic coverage for intercollegiate athletes. All coverage is secondary, requiring the student to use any other medical insurance first. Student fees cover the cost of the insurance for the general student population. Athletic insurance is paid for by the College. We also provide an optional health insurance package that all students may choose to purchase. The coverage was last bid during FY08. The Administration would like to bid this coverage for up to a three-year period beginning with coverage for the Fall, 2011 semester. Invitations to bid will be sent to all insurance companies on our bid list and any other company that is interested in bidding and can do business in Wyoming.

Recommendation
That the Administration be authorized to solicit competitive bids for student accident insurance coverage in the amounts of $1500 accident medical coverage for each full-time students and up to $25,000 plus $10,000,000 catastrophic coverage for intercollegiate athletes.

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

C. **New Business**

1. **Extinguishment of Bad Debts**

State law provides that public entities must adopt procedures regarding the collection and extinguishment of bad debts. The College has adopted such procedures and has implemented same for several years. These procedures provide direction for discharging debts due the College, which the College deems uncollectible. On an annual basis, the Administration presents to the Board a listing of debts due the College, which, for various reasons, have been deemed to be uncollectible. By extinguishing debts, the accounts receivable of the College are “cleaned up” on an annual basis. These debts, though deemed uncollectible, are still owed the College and in most cases have been turned over to the collection agency for action. When one of these debts is collected, it is credited to the College’s “unanticipated revenue” account. Enclosed the Board will find a listing of debts the Administration is showing as uncollectible. The total deemed to be uncollectible is $42,906.92 which represents primarily the fall and spring semesters of 2008. In FY 2010, the Board extinguished $35,650.66 in bad debts; in FY 2009 the total was $45,401.85; in FY 2008 the total was
$35,156; in FY 2007 the total was $49,532. The bad debt total, as a percentage of tuition collected, is about 1.1% and is well within industry standards.

Recommendation
To declare the bad debts totaling $42,906.92 as uncollectible and to discharge and extinguish them as an accounts receivable of the College.

Vice President Kelsey gave an explanation of the bad debt extinguishment. Trustee Boettcher made a motion to declare the bad debts totaling $42,906.92 as uncollectible and to discharge and extinguish them as an accounts receivable of the College, but to continue collection efforts through a collection agency. The motion was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
Dr. Leach reported that the WWCC Men’s Basketball Team had won the Regional Championship and is currently playing in the National Championship Tournament. Dr. Leach reported that the next game would be Thursday at 9:00 a.m.

Dr. Leach requested that a Board member be assigned to the Master Planning Committee. President Roth said that he would give the matter consideration and announce his decision at the next meeting.

Dr. Leach gave each Board member a flyer on WWCC’s walking path.

Vice President Fitschen reported that more than 400 high school students were on campus for the Wind River District Speech Tournament, which is a qualifying event for the State Speech Tournament. Vice President Fitschen commended Carole Shafer and Ruth Boyer for their work in setting up and running the tournament. Vice President Fitschen said that the tournament was well managed and the participants were made to feel welcome on campus. Vice President Fitschen also said that WWCC will host the tournament for the next three years. Vice President Fitschen said WWCC’s new speech and debate coach served as a judge for the tournament along with several students from the program.

D. Trustee Questions/Topics
Trustee Plant said that he attended the recent poetry reading and that it was well attended. Trustee Plant said that he also attended the recent jazz group concert and complimented Martha Holloway on the incredible talent within her group.

President Roth stated that the Board Orientation sessions scheduled for March 22 and March 24 had created conflicts for the majority of the Board members and asked Dr. Leach to reschedule those dates.
President Roth stated that the WWCC Board of Trustees would be nominating former Trustee and current State Representative John Freeman for the ACCT’s National Trustee Leadership Award. President Roth said that the Board will also provide a nomination for the ACCT’s National Faculty Member Award.

Secretary Eckman stated that he had received an invitation to attend an open house at Central Wyoming College on March 25th for the Indian Interpretive Center and suggested that WWCC send a representative. Trustee Plant volunteered to attend the open house.

Secretary Eckman stated that during the upcoming budget process, he would like to see funding set aside for exterior doors that need to be replaced. Secretary Eckman asked Vice President Kelsey to provide an update on the issue at a future meeting.

Trustee Plant stated that the Kemmerer BOCES had made accommodations for him by setting up a conference call system for him to participate in BOCES Board meetings. Trustee Plant also expressed concerns about imminent budget shortfalls for the Evanston BOCES. A short discussion ensued with Vice President Fitschen stating that Evanston enjoys being the most successful outreach program, and that while WWCC has reduced their funding slightly, their proposed budget shortfalls are not due to any action by WWCC.

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>
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<tbody>
<tr>
<td>Mar. 18</td>
<td>Executive Council Budget Workshop</td>
</tr>
<tr>
<td>Mar. 22</td>
<td>Board Orientation, Part I – Possible Date Change</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>Mar. 24</td>
<td>Board Orientation, Part II – Possible Date Change</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>Apr. 12</td>
<td>Board Budget Workshop</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>Apr. 13</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>Apr. 13</td>
<td>Regular Board of Trustees Meeting</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td>Room 3060</td>
</tr>
<tr>
<td>Apr. 19</td>
<td>WWCC Employee Awards Ceremony</td>
</tr>
<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>
</tr>
<tr>
<td>Apr. 26</td>
<td>WCCC Meeting, Powell</td>
</tr>
<tr>
<td>May 12</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>May 12</td>
<td>Regular Board of Trustees Meeting</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td>Room 3060</td>
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<tr>
<td>May 20</td>
<td>Commencement</td>
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</table>
VIII. ADJOURNMENT
Having no further business to act on, President Roth adjourned the regular meeting at 8:15 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