REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA
   A. Call to Order
      The regular meeting of the Western Wyoming Community College Board of Trustees was called to order at 7:18 p.m., Wednesday, April 13, 2011, in Board room 3060, Rock Springs Campus, President James Roth presiding.

   B. Approval of Agenda
      1. Secretary Eckman made a motion to accept the regular agenda as presented. Motion approved by vote.

II. REPORTS
   A. Association of Student Government
      None. Vice President Freeze stated that there was an ASG event on campus that prevented Mr. Nielson from attending.

   B. Paraprofessional Association
      Ms. Debra Clawson, Paraprofessional Association Chair, gave a brief report on the activities of the group. Ms. Clawson reported that the paraprofessionals are concluding their activities for the semester. Ms. Clawson said that the annual ‘Para Day Care’ day was recently held and is intended to help WWCC students with day care for older children on a date when the local school districts are not in session but college classes
are. Ms. Clawson also said that yearly elections are currently being conducted and that
the end of the semester potluck would be held on May 25 at noon.

C. WWCC Senate
Ms. Nish Ferrero, Instructor of Spanish, gave a brief report on behalf of the WWCC
Senate. Ms. Ferrero thanked the Board for their consideration of the salaries and
benefits proposal to be presented later in the meeting. Ms. Ferrero reported that the
Senate has been quite busy with policies/procedures reviews, fall in-service preparation
and elections. Trustee Plant commented that it is nice to see the Senate coming alive
and addressing important issues.

D. Information Technology
Mr. Mike Hart, Network Manager, and Ms. Jean Larsen, Administrative Systems
Manager, gave a brief report on the Information Technology department. Mr. Hart
reported that Carol Johnson, IT Customer Services Assistant, was relocated to the first
floor IT offices. Mr. Hart stated that he believes the move has been a benefit for internal
customers. Mr. Hart reported that the numbers of computers and devices is increasing
steadily with an average of four devices per student. Mr. Hart explained that the volume
of devices increases workload in the department and said that they had requested
additional positions to be created. Mr. Hart also said that they will be upgrading the
wireless connectivity and increasing the numbers of access points.

Ms. Larsen reported that a new programmer had been hired. Ms. Larsen also said that
they are beginning the process of uploading lists of required textbooks to the Colleague
system and that a new Colleague user interface was implemented although there are
still some issues to work out with the system. Ms. Larsen went on to say that the new
intranet is available on SharePoint and that e-portfolios are now part of the single login
system used for MustangCruiser. Ms. Larsen reported that WWCC will be used as an
AACC pilot program for community college standards.

Trustee Plant thanked Carol Johnson and Kit Kofoed for their help, as well as Kathy
Mattinson for her computer tutoring. Treasurer Chadey thanked all IT staff, adding that it
is a very essential department. President Roth expressed concern over summer
implementation of new software, saying that he hopes to see improvement in those
processes.

E. Health Science
Ms. Marlene Ethier, Director of Nursing, gave the annual report to the Board of Trustees.
Ms. Ethier referred the Board members to the summary report included in their packets,
stating that the pass rate section can be misleading and is not necessarily a good
reflection of the program. Ms. Ethier said that there were various reasons for this,
including students who take the exam to gauge their level of competency. Ms. Ethier
reported that the ‘conceptualized clinical’ studies are continuing, with students able to
utilize different sectors of health care. Ms. Ethier stated that the newest clinical setting is
at the Sweetwater County Detention Center where students are able to gain clinical
experience with addiction patients. Ms. Ethier also said that WWCC’s nursing faculty
members have been asked to give input on revisions to the statewide requirements for
nursing faculty. Ms. Ethier said that this could have implications for all nursing program
curriculum with the intent to increase the quality of the programs and produce better
graduates. Ms. Ethier stated that WWCC is closer to this kind of revolution than most
other colleges. Ms. Ethier reported that meeting the needs of WWCC’s entire service area remains a challenge. Ms. Ethier said that part of the solution might lie in increased distance education and requiring nursing faculty to travel.

Vice President Honaker asked what other clinical experiences are available to nursing students. Ms. Ethier said that many clinical agreements exist, including Memorial Hospital, Home Health, Hospice, Southwest Counseling and more. Trustee Plant asked how the nursing program in Evanston is doing. Ms. Ethier stated that Evanston has an LPN program, but does not offer the RN program. Ms. Ethier also said that it is not feasible to expand Evanston’s program at the current time with actual patient care being the biggest problem. The Board thanked Ms. Ethier for her report.

F. Humanities
Ms. Ann Rudoff, Humanities Division Chair, gave the annual report to the Board of Trustees. Ms. Rudoff reported that highlights from the past year include new faculty members, and new courses. Ms. Rudoff stated that a broadcast practicum course and a media literacy course had been added in the communications department. In the education department, Ms. Rudoff reported that a new articulation agreement had been finalized with Valley City College, and that the department received one new faculty member. Ms. Rudoff said that the English department has two new faculty members, one of which is taking a course at Oxford as part of their professional development. Ms. Rudoff also said that the need for additional instructors continues to be a challenge in the foreign language department. Ms. Rudoff reported that discussions on the possibility of Spanish courses as concurrent enrollment courses are continuing.

Trustee Plant commented that Humanities has a heavy burden in enticing people to read and asked how that effort was going. Ms. Rudoff said that it is progressing as well for WWCC instructors as any other instructor and that they are always trying new techniques. Ms. Rudoff stated that it is an ongoing battle. The Board thanked Ms. Rudoff for her report.

Recess for Public Hearing
Secretary Eckman made a motion to recess the regular meeting to allow for the public hearing on the budget transfers. Motion approved by vote. The regular meeting was recessed at 7:47 p.m.

Public Hearing/FY 2010-11 Transfer of Budget Funds

I. Call to Order
The public hearing for the 2010-11 Transfer of Budget Funds was called to order at 7:48 p.m., Wednesday, April 13, 2011, in Board Room 3060, President James Roth presiding.

II. Presentation
Vice President Kelsey explained that state law dictates that program areas may not be over-expended and because such over-expenditures are common, budget transfers to cover those over-expenditures become necessary. Vice President Kelsey said that for the 2010-11 fiscal year, $1,181,000.00 will need to be transferred from the Instruction Budget, with $42,000 going to the Academic Support budget, $37,000 to the Student Services budget and $551,000 to the Institutional Support budget. Vice President Kelsey also said that $190,000 would need to be transferred from the Plant Operations budget to Academic Support.
III. Public Comments/Questions
President Roth called for any comments or questions from the public. None were forthcoming.

IV. Board Comments/Questions
President Roth called for any comments or questions from the Board. None were forthcoming.

V. Adjournment
President Roth adjourned the public hearing.

Reconvene Regular Meeting
Secretary Eckman made a motion to reconvene the regular meeting. Motion was approved by vote. The regular meeting was reconvened at 7:51 p.m.

III. MINUTES
A. Approval
1. Secretary Eckman made a motion to accept the minutes of the March 15, 2011 meeting as presented. Motion approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Chadey moved to ratify the Clearing Accounts as designated in the amount of $2,883,891.67 and the Electronic Transfers as designated in the amount of $489,400.12 for a grand total ratification of $3,373,291.79. 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>
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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

Payroll Tax Payments to I.R.S.

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<th>From</th>
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<tr>
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Credit Card Payments to US Bank Corporate Payment System

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<th>From</th>
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Bank to Bank Transfers

0.00

Investment Transfers

0.00

Total Electronic Funds Transfers

$489,400.12

GRAND TOTAL FOR BOARD RATIFICATION

$3,373,291.79
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
To approve the revised Policy and Procedure 6120A on Library Confidentiality.

Secretary Eckman made a motion to remove this item from the table. Motion approved by vote. Secretary Eckman stated that in his opinion, the current policy is viable and it adheres to the rights established in the 4th amendment. Secretary Eckman said that the added statement is vague and places responsibility on employees to know and uphold ‘all applicable laws’. President Roth stated that WWCC is governed by laws and that the new language simply states that library personnel will follow those laws. President Roth said that the policy itself must be applied forward and needs flexibility to adapt as the law changes. A lengthy discussion ensued regarding illegal search and seizure, the Patriot Act, employee support and the task of reviewing policies and procedures.

Vice President Honaker made a motion to revise the last paragraph of the procedure to read: “All requests concerning circulation or registration records shall be reported to the Vice President for Student Learning”. The motion was approved by vote. Vice President Honaker made a motion to move the last paragraph to the section on ‘Administering the Policy’ and to delete the heading “Unauthorized Demands”. Motion approved by vote. Secretary Eckman made a motion to remove the proposed additional language from both the policy and the procedure. Motion approved by vote with President Roth voting ‘nay’. Secretary Eckman made a motion to approve the policy and procedure as revised. Motion approved by vote with President Roth voting ‘nay’.

B. New Business
   1. Salaries and Staffing, FY 2012
      In April of each year, the Board of Trustees considers salaries and staffing for the upcoming fiscal year. Again this year, the Administration has worked closely with
the Senate and Paraprofessional Salary and Benefits Committees. (Policies and Procedures 4210C and 4310A). The 2011 Wyoming Legislature approved legislation, signed by the Governor, which provided funds to the community colleges for enrollment growth over the past two years compared to the previous two years. WWCC will share in this appropriation of funds. Appropriations proposed by former Governor Freudenthal specifically for salary increases, however, were not approved by the legislature. The College President’s recommendations for salaries and staffing follow and are supported by the entire Executive Council.

PRESIDENTIAL RECOMMENDATIONS
SALARIES AND STAFFING
FISCAL YEAR 2011/12

(1) **Employment Contracts**
That 2011-12 re-employment contracts be extended to the employees listed on Exhibit A, included in the addendum. Said contracts to be returned to the Human Resources Office in accordance with Board Procedures 4210C.

(2) **Salary Schedules**
That salary schedules for full time and part time professional, administrative faculty and paraprofessional employees for the 2011-12 year be approved as listed on Exhibit B which is included in the addendum. Base salary schedule increases are provided as follows:

(a) Full-time Faculty 2.67%
(b) Full-time Administrative/Professional 2.67%
(c) Full-time Paraprofessional 2.67%
(d) Part-time Benefited Admin./Professional 2.67%
(e) Part-time Benefited Paraprofessional 2.67%
(f) Part-time Non-benefited Admin./Professional 2.67%
(g) Part-time Non-benefited Paraprofessional 2.67%

(3) **Within Range Salary Increases**
That within range increases be provided as follows:

(a) Full-time Faculty 1.33%
(b) Full-time Administrative/Professionals 1.33%
(c) Full-time Paraprofessional 1.33%
(d) Part-time Admin./Professional 1.33%
(e) Part-time Paraprofessional 1.33%

(4) **Compensation for Part-time Faculty with Lecturer Status**
Maintain current salary range. Increase the contact hourly rate of pay by 4%

(5) **Compensation for Part-time Faculty without Lecturer Status**
Provide a 4% salary increase
(6) **Compensation for Part-time Faculty Teaching Internet or Compressed Courses**  
Additional pay above “regular” pay will continue and a 2% salary schedule increase recommended

(7) **Compensation for Workforce Training, Continuing Education and Non-Credit Community Education Instructors**  
Maintain current salary range

(8) **Compensation for the College President**  
Compensation to be set by the Board of Trustees

(9) **Compensation for the Vice Presidents and Associate VPs**  
Provide a 4% salary increase

(10) **Compensation for Horizontal Advancement and Performance Incentive Awards**  
Provide for 10 horizontal advancements and 10 performance incentive awards

(11) **Institutional Stipend**  
That the Institutional Stipend of $250 per month remains unchanged from the 2010-11 year

(12) **Student Employees**  
The pay rates for student employees have not been increased for several years. That a $.15 (fifteen cent) per hour increase for the 2011-12 year be provided

(13) **Health, Dental, and Life Insurance**  
That the following monthly contribution amounts be approved with the proviso that if the state contribution amount increases later in the fiscal year, that these amounts be increased correspondingly to reflect the change:
- Family Coverage $1486.62
- Employee + Spouse Coverage $1300.33
- Employee + Children Coverage $994.62
- Single Coverage $655.38
- Split Coverage $743.31

(14) **Other Fringe Benefits**  
That all other fringe benefits in effect for the 2010-11 year remain in effect for the 2011-12 year

Note: Current salary schedules are included in the addendum and marked as Exhibit C

**Recommendation:**  
To approve the President’s recommendations listed above regarding staffing, salaries, and benefits for the 2011-12 fiscal year.
Dr. Leach gave an explanation of the salaries and staffing proposal for FY 2011-12. Treasurer Chadey made a motion to approve the Presidential recommendations as described above. Trustee Plant asked what the cost of living increase was for the past year. Vice President Kelsey stated that although he did not have the figure readily available, he knew that the increase was minimal. Vice President Kelsey also said that the cost of living was actually a negative figure for FY2009-10. Vice President Honaker asked for clarification on base rate versus in-range. Vice President Kelsey clarified and stated that it is standard procedure to divide an increase between base rate and in-range salaries. Vice President Kelsey said that salaries should progress beyond the minimum (base rate). Vice President Honaker asked what effect could be expected by placing 100% of any increase on the in-range salary. Vice President Kelsey stated that over time it would jeopardize recruiting efforts to fill open positions as the base rate would no longer be competitive. Vice President Honaker asked if base rate increases would always be part of any salary increase recommendation. Vice President Kelsey stated that he had never seen a salary increase recommendation that did not include dividing the increase between base rate and in-range rates. President Roth commented that continuing off schedule salary payments rather than salary increases would also have a negative impact on recruitment. Vice President Kelsey said that was correct. President Roth stated that while he does not agree with giving salary increases to those employees on probationary or remedial statuses, the system in place does not provide for merit based pay increases. The motion was approved by vote.

2. Transfer of FY 2010-11 Unrestricted Operating Fund Budget Monies

State law prohibits the College from “overspending” a major program area (such as Instruction) in the Unrestricted Operating Fund. It is sometimes necessary towards the end of a fiscal year to transfer budget monies between program areas in the Unrestricted Operating Fund to avoid an over-expenditure situation in one or more of the major program areas. Notice of the intent to transfer budget monies was duly advertised as required by law. These transfers are necessary due to the need to expend funds for the off-schedule salary payments and the Information Technology backbone equipment in the proper program areas. Initially, funds for these efforts were “parked” in other program areas temporarily until funding decisions were made by the Board of Trustees.

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<thead>
<tr>
<th>FROM</th>
<th>TRANSFER TO</th>
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</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>Academic Support</td>
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<tr>
<td>Instruction</td>
<td>Student Services</td>
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<tr>
<td>Instruction</td>
<td>Institutional Support</td>
<td>$551,000</td>
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<tr>
<td>Plant Operations</td>
<td>Academic Support</td>
<td>$190,000</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM AREA</th>
<th>CURRENT BUDGET</th>
<th>PROPOSED BUDGET</th>
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</thead>
<tbody>
<tr>
<td>Instruction</td>
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<td>$9,983,945</td>
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<tr>
<td>Academic Support</td>
<td>$ 2,460,069</td>
<td>$2,690,069</td>
</tr>
<tr>
<td>Student Services</td>
<td>$ 1,985,701</td>
<td>$2,022,701</td>
</tr>
</tbody>
</table>
These transactions do not increase or decrease the Unrestricted Operating Fund budget. The budget level remains the same at $24,562,722. However, the Administration will likely bring a recommendation to the June meeting to adjust this budget amount somewhat when end-of-year revenues will be better known.

**Recommendation**

To transfer FY 2010-11 Unrestricted Operating Fund budget monies as illustrated above and to adjust the FY 2010-11 program area budgets accordingly.

Vice President Kelsey gave an explanation of the proposed budget transfer. Secretary Eckman made a motion to transfer FY 2010-11 Unrestricted Operating Fund budget monies as described. Motion approved by vote.

3. **Approval of Agreement with Blalock & Partners, LLC; Master Plan Update**

   At the December, 2010 meeting of the Board of Trustees, the Board authorized the Administration to solicit proposals to update the College’s Master Plan. The Wyoming Community College Commission requires that all system colleges update their master plans every 5 years. Western’s master plan must be updated by fall, 2012. Western received proposals to update the current master plan from four firms as follows: Anderson, Mason, Dale Architects, Denver, Colorado; HDR Architecture, Inc., Denver, Colorado; CTA Architects & Engineers, Billings, Montana; and Blalock and Partners, LLC, Salt Lake City, Utah. The WWCC Executive Council reviewed all proposals and determined that Blalock and Partners submitted the best overall proposal [including lowest cost]. The next lowest cost proposal was for $194,000. The Executive Council and Board President Jim Roth met with two representatives of the firm on Thursday, March 31st. Representatives of Blalock & Partners were the lead planners in the development of the Casper College and Northwest College master plans completed a few years ago. Administrators from both Casper College and Northwest College were especially impressed with the master planning work done for them by Kurt McGrew, who would be our project manager. The work would commence in April, 2011. The firm would like to have a spring meeting with the Board of Trustees (probably May) to obtain Board input. Commencing in the Fall, meetings would be held with various stakeholders. The final product would be completed in the spring, 2012. The schedule is quite flexible and subject to change. The total fee would be $106,080, inclusive of reimbursable expenses. Money is budgeted in the FY 2011-12 Tentative Budget to cover this expense. The actual Agreement for Professional Services was sent to the College’s attorney, Galen West for review and approval. Mr. West has approved the agreement.

**Recommendation**

To approve an Agreement for Professional Services between Western Wyoming Community College and Blalock and Partners, LLC, Salt Lake City, Utah, for the provision of professional master planning services to update the College’s 2007 master plan.
Vice President Kelsey gave an explanation of the agreement. Secretary Eckman made a motion to approve an agreement for professional services to update the College’s master plan as described above. Motion approved by vote.

4. Selection of Firm to Perform FY 2010-11 and FY 2011-12 Annual Audits
Recently the Board Audit Committee met and decided to seek proposals for audit services. Requests for Proposals were sent out to several firms. Two firms submitted proposals. The two firms that submitted proposals are as follows: Hansen, Barnett, and Maxwell, P.C. (Salt Lake City, Utah) for a Two Year Fee of $65,800; and McGee, Hearne, and Paiz, LLP (Cheyenne, Wyoming) for a Two Year Fee of $91,225. Two members of the Audit Committee (Trustees Chadey and Roth) met on March 22nd with Dr. Leach, Mr. Kelsey, and Mr. Morrison to discuss the proposals. (Trustee Honaker, a member of the Audit Committee was absent and Trustee Eckman [not a member of the Audit Committee] sat in on the discussion.) Discussion centered largely on whether or not it would be prudent, given the College’s situation, to change auditors, since the firm of Hansen, Barnett, and Maxwell has been doing the annual audit for a number of years. Basically, there is an absence of consensus in the profession regarding whether or not an institution should routinely change auditors every few years absent good cause. There is no clear direction on this matter provided by various cogent organizations. At WWCC, it was determined that there is no “good cause” to change auditors at this time. The firm Hansen, Barnett, and Maxwell has performed good work for the College since first being retained. After considerable discussion, the Audit Committee members determined it to be in the College’s best interests to recommend to the Board that the firm of Hansen, Barnett, and Maxwell be retained to do the audits for the next two years.

Recommendation
To retain the services of Hansen, Barnett and Maxwell, P.C., Salt Lake City, Utah to perform the annual financial and compliance audit for FY 2010-11 and FY 2011-12 in accordance with their proposal as submitted.

Treasurer Chadey gave an explanation of the proposal, and made a motion to retain the services of Hansen, Barnett and Maxwell, P.C., as described above. Motion approved by vote.

5. Contracted Services Agreement between the Uinta County School District #1 BOCES and WWCC
This proposed agreement will be the fourth such agreement between WWCC and the Uinta County School District #1 BOCES. The first agreement was signed in May, 2000. Similar agreements were signed in 2003 and 2007. In sum, the agreement states that the BOCES agrees to pay an amount of funds for WWCC to provide higher education program in Evanston. These funds have been used only to fund local operating expenses, in particular the 3 full-time WWCC employees who coordinate the Evanston Outreach program.
- The BOCES also provides space at no cost including janitorial and maintenance services.
- WWCC agrees to fund all instructional costs.
Both the BOCES and WWCC wish to continue this agreement because the Evanston Outreach program has been so successful. The table below demonstrates this success:

<table>
<thead>
<tr>
<th></th>
<th>Duplicated Headcount -Live-</th>
<th>Duplicated Headcount -Distance-</th>
<th>Duplicated Headcount -Concurrent-</th>
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<tr>
<td>Fall 2007</td>
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<td>231</td>
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<tr>
<td>Fall 2010</td>
<td>848</td>
<td>417</td>
<td>220</td>
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</table>

In the previous 4-year agreement from 2007-2011, BOCES provided an annual amount of $243,380. This proposed 4-year agreement from July 1, 2011 until June 30, 2015 will provide $210,304. The reduction was caused by a significant decrease in assessed valuation in Uinta School District #1 of approximately 35%. This reduction will cause the BOCES to tighten its budget including a reduction in staff; however, the BOCES proposed a lesser reduction of 13.6% for the contracted services agreement with WWCC for the next 4 years. The administration believes this is a fair agreement given the BOCES’ tighter economic situation. These funds will cover the costs for the 3 full-time WWCC positions including a salary increase (if approved by the Board). Other recurring costs for supplies, travel, professional development, etc. can be covered by funds carried over from previous years in this same account. Instructional costs for WWCC in 2010-11 will be approximately $300,000 for adjunct salaries and benefits. In addition, WWCC provides other types of instructional support through its Distance Education programs and Student Services support. The administration recommends approval of this agreement. It continues to be a very successful partnership. The Uinta #1 BOCES approved this agreement at its last Board meeting.

Recommendation
To approve the Agreement for Contracted Services between Uinta County School District #1, BOCES and WWCC for FY12 through FY15 for $210,304.

Vice President Fitschen gave an explanation of the proposed BOCES agreement. Trustee Plant, who serves on the Uinta County SD#1 BOCES Board, stated that they were happy with the agreement and appreciative of the support they receive from WWCC. Trustee Plant made a motion to approve the agreement as described above. Motion approved by vote.

VI. INFORMATION/PROPOSALS
   A. Visiting Delegations
      None
   
   B. Questions/Media/Public
      None
   
   C. President/Staff
      Vice President Kelsey gave an explanation of the 3rd quarter financial report, stating that the rate of expenditure is normal and expected, and that the rate of income is normal and expected. Vice President Kelsey said that in summary, the College is in good financial condition. Treasurer Chadey commended Vice President Kelsey on his phenomenal work to keep the college in sound financial condition.
Vice President Freeze gave each Board member a copy of the independently completed economic impact study’s executive summary, stating that the full report will be available on WWCC’s website. Vice President Freeze said that the report reflects WWCC in a positive light and gives national comparisons. Trustee Plant stated that he was glad to have the report and would carry it with him to illustrate how WWCC works with economic development.

Vice President Freeze reported that WWCC is helping to write a statewide grant proposal that will affect all the community colleges, the community college commission and the governor’s office.

Vice President Freeze stated that the Athletic Awards Ceremony would be held on April 29 at the Santa Fe Trails restaurant and invited all the Board members to attend.

Vice President Fitschen reported that the new Theatre/Forensics program was successful, and that the instructor took seven students to compete in the national finals for Speech and Debate.

Vice President Fitschen reported that several grants applications were being written. The first is a “Green Grant” that would allow for the development of an alternative fuel certificate. Vice President Fitschen said that WWCC Instructor Tracey Hind is one of the few individuals in the region with a certificate in alternative fuel and that there is considerable interest in creating a program to convert fleet vehicles to natural gas and also to maintain those vehicles.

Vice President Fitschen said that another grant would be used to train entry and mid-level supervisors. Vice President Fitschen said that they are working with area businesses on what skills they would want the training to provide.

Vice President Fitschen said that the third grant would be to expand the well-site building to accommodate a lock out/tag out program and the associated equipment. Vice President Fitschen said that Halliburton has indicated that they would like to donate equipment for lock out/tag out operations but that we have no space available for the equipment.

Associate Vice President Caldwell stated that the Adjunct Leadership Academy would hold their graduation this weekend, and were proud to present former first lady Nancy Freudenthal as their keynote speaker.

Associate Vice President Watkins stated that she is working on another grant application. Associate Vice President Watkins said that the National Science Foundation, in conjunction with the University of Colorado at Boulder, is offered a grant to bring STEM opportunities to more students. Associate Vice President Watkins said that the grant could help expand those opportunities for WWCC students in outlying areas.

Associate Vice President Budd reported that the Employee Recognition ceremony would be held on April 27 at 12:00 noon.
D. Trustee Questions/Topics
Vice President Honaker asked to have a future workshop discussion on problem behavior intervention, stating that she felt it was something that the board needed to ‘stay on top of’.

Trustee Plant asked Associate Vice President Caldwell for an update on Eleutian Technologies. Associate Vice President Caldwell said that Eleutian received an extension on their grant from the department of workforce services, and that they are continuing to recruit employees.

President Roth asked all Administrative staff to copy him and Vice President Honaker on any and all communications with state legislators.

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 an executive session was necessary for personnel issues. Secretary Eckman made a motion to suspend the regular meeting to enter into Executive Session for personnel issues. The motion was approved by vote and the regular meeting was suspended at 9:30 p.m.

VII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr. 22</td>
<td>WWCC Holiday – Offices Closed</td>
</tr>
<tr>
<td>Apr. 25</td>
<td>WWCC Holiday – Offices Closed</td>
</tr>
<tr>
<td>Apr. 25-26</td>
<td>WACCT/WCCC Meeting</td>
</tr>
<tr>
<td></td>
<td>Powell</td>
</tr>
<tr>
<td>Apr. 27</td>
<td>WWCC Employee Recognition Ceremony</td>
</tr>
<tr>
<td></td>
<td>Atrium</td>
</tr>
<tr>
<td>May 2-3</td>
<td>Community College Planning/Annual Retreat</td>
</tr>
<tr>
<td></td>
<td>Riverton (Location Tentative)</td>
</tr>
<tr>
<td>May 5</td>
<td>Western Achievement Awards (formerly ASG Awards)</td>
</tr>
<tr>
<td></td>
<td>Atrium</td>
</tr>
<tr>
<td>May 12</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td></td>
<td>Room 3071</td>
</tr>
<tr>
<td>May 12</td>
<td>Regular Board of Trustees Meeting</td>
</tr>
<tr>
<td></td>
<td>Room 3060</td>
</tr>
<tr>
<td>May 20</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 30</td>
<td>WWCC Holiday – Offices Closed</td>
</tr>
<tr>
<td>June 9</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td></td>
<td>Room 3071</td>
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<tr>
<td>June 9</td>
<td>Regular Board of Trustees Meeting</td>
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<td></td>
<td>Room 3060</td>
</tr>
<tr>
<td>June 21-23</td>
<td>WACCT/WCCC Meeting and Retreat</td>
</tr>
<tr>
<td></td>
<td>Thermopolis</td>
</tr>
</tbody>
</table>
VIII. ADJOURNMENT

President Roth reconvened the regular meeting at 11:00 p.m.

Vice President Honaker made a motion to renew the President’s contract for the three-year cycle, to set the level of compensation as discussed in the Executive Session, and to revise the contract to require one annual evaluation and one annual institutional update. The new contract will be brought to the Board at the May meeting. Motion was approved by vote.

Having no further business to act on, President Roth adjourned the regular meeting at 11:02 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