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 7:19 p.m., Monday, June 20, 2011, in Board Room 3060, Rock Springs Campus, President James Roth presiding.

B. Approval of Agenda
   1. Secretary Eckman made a motion to move Consent Agenda Items #3 and #5 to New Business, Items #9 and #10 respectively; to add two agenda items, “Phase II Fire Alarm System Change Order #2” and “Collection Inventory and Cataloging” as New Business Items #11 and #12 respectively; and to approve the consent and regular agendas as amended. Motion approved by vote.

Recess for Executive Session
Trustee Boettcher made a motion to recess the regular meeting to enter into Executive Session for personnel issues. The motion was approved by vote and the meeting was recessed at 7:27 p.m.

Resume Regular Meeting
The regular meeting was resumed at 8:38 p.m. Secretary Eckman made a motion to approve the confidential settlement agreement discussed during the Executive Session, and to authorize Administration to fulfill the terms of the confidential agreement. Motion approved by vote.

II. MINUTES
A. Approval
   1. Secretary Eckman made a motion to approve the minutes of the May 12, 2011 meeting as presented. Motion approved by vote.
III. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Chadey moved to ratify the Clearing Accounts as designated in the amount of $4,073,336.07 and the Electronic Transfers as designated in the amount of $608,681.78 for a grand total ratification of $4,682,017.85. 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>
<td>155095 through 155675</td>
<td>$451,919.30</td>
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<tr>
<td>Advices</td>
<td>021568 through 021863</td>
<td>$1,022,073.16</td>
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</table>

Total – All Clearing Account Warrants: $4,073,336.07

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>
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<td>$499,534.97</td>
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Credit Card Payments to US Bank Corporate Payment System

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<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
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<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
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<tr>
<td>A/C# 147497000116</td>
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</table>

Bank to Bank Transfers

0.00

Investment Transfers

0.00

Total Electronic Funds Transfers: $608,681.78

GRAND TOTAL FOR BOARD RATIFICATION: $4,682,017.85

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

IV. RECOMMENDED ACTION
A. Old Business
None

B. Consent Agenda
1. Authorization to Purchase Apple Laptops as Sole Source
The Biology program is requesting the purchase of 50 Apple MacBook Pro laptops as a sole source purchase for the 2 new science labs plus 2 laptop carts for storing and re-charging these laptops. Policy 3210A requires the Board to approve such purchases: “Competitive bidding and comparative quotations may not be necessary when direct negotiations may best serve the needs of the College. The most common reason for not bidding nor obtaining comparative quotations is when the product or service of a sole source supplier is being recommended. When such proposed purchasing being recommended amounts to $50,000 or more, the Board of Trustees must approve same. Written justification for such purchasing must be attached to the requisition prior
to the issuance of a purchase order.” Both the biology and chemistry department incorporate computer technologies into their labs. They prefer Apple laptops. With the addition of the new labs, they are requesting the purchase of 25 new laptops and, at the same time, the replacement of 25 laptops as part of the college’s four-year replacement rotation. Total cost for 50 Apple laptops and related software is $57,501.50 or $1150 per computer. The 2 laptop carts designed for these MacBook Pros are $3455.90. Because Apple is the only vendor for higher educational institutions, this purchase qualifies as a sole source purchase. Funds for the new laptops and 2 carts will come from carryover funds and funds for the replacement computers will come from required fees (student computer fund). The science faculty are excited to continue to integrate computer technology into their science labs and to use these laptops in the 2 new science labs.

Recommendation
To authorize the administration to purchase 50 Apple laptops, related software, and 2 laptop carts from Apple, Inc. as a sole source purchase for $60,957.40.

2. First Reading, Deletion of Policy 6220C, Class Attendance
As requested by the Board, the Academic Council has been reviewing the 6000 series of Policies & Procedures related to instruction. The Academic Council noted that there are 2 policies related to Attendance: 6220C and 5210A. It, therefore, recommended that the P & P Committee create one policy for Attendance to increase clarity and reduce confusion. The P & P Committee recommended deletion of 6220C and focused its energies on creating a clearer Attendance policy and procedure in its revision of 5210A.

- 6220C only included a Policy.
- Because 5210A included both a Policy and a Procedure, the committee felt it was more comprehensive and it, therefore, should be the one that was revised and retained.

The proposal to create one policy and to delete Policy 6220C was reviewed and approved by Policy and Procedures Committee and the VP for Student Learning. The President required that a subsequent review should occur to determine the impact.

Recommendation
No action. First reading for the Board to provide feedback if it wishes.

3. First Reading, Revision of Policy 5210A, Attendance Policy (Moved to New Business Item #9)

4. First Reading, Revision of Procedure 6210B, Cancellation of Classes Because of Bad Weather
As requested by the Board, the Academic Council has been reviewing the 6000 series of Policies & Procedures related to instruction. The Academic Council thought the existing Policy was clear; however, the Procedure lacked clarity related to the following issues:
Clarifying expectations and requirements of both students and faculty in the event of bad weather.
  o In the existing procedure it was not clear what process FT faculty should use regarding such absences.
  o The revision clarifies that a student will not be penalized for such absences, but, as before, must contact the instructor and make up any missed work.

Clarifying the expectations related to various types of “bad weather:”
  o At times only some roads are closed; for example, between here and Green River.
  o At times, roads are not closed but “no unnecessary warnings” are issued.

The revision was a successful collaboration between the Academic Council, Human Resources, and the P & P Committee. HR was involved in clarifying the process for absences related to bad weather. Since this policy and procedure only addresses absences for students and faculty, HR noted that it will have to develop a parallel policy for other non-faculty employees. The revised procedure, 6210B, was reviewed and approved by Policy and Procedures Committee, by the VP for Student Learning, and by the President.

Recommendation
No action. First reading for the Board to provide feedback if it wishes.

5. First Reading, Revision of Policy 6220B, Course Outline and Syllabi (Moved to New Business Item #10)

6. First Reading, Revision of Board Policy and Procedure 4510D “Leave for Bereavement”
For 30 years, the College has had a policy and procedure governing bereavement leave for employees in the event of a death in the family. A suggested revision originated from a request of a faculty member to the Senate. The Policy and Procedures Committee agreed that Western was very generous with the current bereavement leave policy however, expanding the leave to include step family members and in-laws would help employees deal with the difficulty of a death in their family. The new, proposed policy and procedure: 1) Revised the definition of immediate family to include step-parents, legal guardians, grandparents of a spouse and step-grandparents, the spouse of grandchildren, and the spouse of a niece or nephew; 2) Changed the definition of brother and sister to siblings and step-siblings; and 3) Removed the restriction that only three days would be granted if the location is within five hours driving distance. The decision regarding the number of days granted is left to the discretion of the College President. The Policies and Procedures Committee has unanimously approved this proposed revision.

Recommendation
None, First Reading Only.
7. **Bid Quotations, Anatomy and Physiology Lab Ventilation System**

At the May meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for a ventilation system for the College’s Anatomy and Physiology Laboratory. The Board was informed that the engineer’s estimate for the job was $91,000. Bids were received by the College on June 6th. Only one bid was received as follows: Vaughn’s Plumbing and Heating, Rock Springs, Wyoming, in the amount of $98,690. Vaughn’s has done a lot of work for the College and is a good contractor. The Administration recommends that the bid be accepted. Funds are budgeted and available to pay for this work.

**Recommendation**

To accept the bid from Vaughn’s Plumbing and Heating, Rock Springs, Wyoming, in the amount of $98,690, per bid specifications, for the furnishing and installation of a ventilation system for the College’s Anatomy and Physiology Laboratory.

8. **Increase of Various Fiscal Year 2010-11 Budgets**

From time to time it becomes necessary to increase various budgets. There are a few FY 2010-11 budgets which, due to increased revenues, need to be increased. Below are listed the budgets that need to be increased and the associated detail. The expenditures in the Unrestricted Operating Fund range from salaries (8000 series) to current and capital (9000 series).

**Unrestricted Operating Fund (10 Fund)**

Revenue Changes:

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<th>Description</th>
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<tr>
<td>Credit Tuition</td>
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<tr>
<td>CE Outreach</td>
<td>$(1,463)</td>
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<tr>
<td>CE Sweetwater County</td>
<td>$(35,688)</td>
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<tr>
<td>CE Business Sweetwater County</td>
<td>$(27,776)</td>
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<tr>
<td>Community Education</td>
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<td>Community Education Outreach</td>
<td>$(500)</td>
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<td>General Course Fees</td>
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<td>Workforce Training Fees</td>
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<td>Business Dev. Fee Sweetwater Co.</td>
<td>$(39,559)</td>
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<td>Other Fees</td>
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<td>State Appropriations</td>
<td>$(91,195)</td>
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<td>Local Appropriations</td>
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<td>Other Sources</td>
<td>$44,593</td>
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<td><strong>Total:</strong></td>
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Expenditure Increases:

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<td>117112-8120 (710)</td>
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<td>$164,572</td>
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<tr>
<td>318101-8120 (710)</td>
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465000-9340 $13,000
532104-8010 $30,000
583506-8010 $25,000
583510-9350 $26,600
611100-9330 $12,300
631501-9310 $4,600
631501-9362 $4,900
631501-9363 $4,000
631501-9702 $5,200
633701-9212 $9,500
633703-9351 $8,600
634801-9811 (712) $4,000
725201-9811 $31,189
Total: $514,646

Current Unrestricted Operating Fund Budget: $24,562,722
Proposed Unrestricted Operating Fund Budget: $25,077,368

Auxiliary Fund (12 Fund)
Bookstore
Revenue Increase
  Sales and Service $75,000
Expenditure Increase
  Books for Re-sale $60,000
  Merchandise for Re-Sale $15,000
Total: $75,000

Current Auxiliary Fund Budget: $3,553,651
Proposed Auxiliary Fund Budget: $3,628,651

Miscellaneous Restricted Fund (21 Fund)
Theatre Patron Program
Revenue Additions
  Carryover $13,500
  Misc. Deposits $8,500
Total: $22,000

Expenditure Addition
  Other Operating $22,000

Library Funding Amendment
Revenue Additions
  State Grants $112,000
  Carryover $20,000
Total: $132,000

Expenditure Addition
  Other Operating $132,000
Hathaway Scholarships
Revenue Addition
State Grants $ 142,000

Expenditure Addition
Opportunity Scholarship $ 142,000

Current Miscellaneous Restricted Fund Budget: $1,983,209
Proposed Miscellaneous Restricted Fund Budget: $2,279,209

Federal Fund Budget (Fund 22)
Revenue Additions
Direct Stafford Loans $ 842,000
Pell Grants $ 364,616
Misc. Federal Grants $ 43,054
Total: $1,249,670

Expenditure Additions
Direct Stafford Loans $ 842,000
Pell Grants $ 364,616
College Studies Institute $ 14,558
“We the People” # 2 $ 1,500
INBRE $ 15,545
Perkins $ 1,451
Montrose $ 10,000
Total: $1,249,670

Current Federal Fund Budget: $ 9,096,172
Proposed Federal Fund Budget: $10,345,842

Recommendation
To increase the FY 2011 Unrestricted Operating Fund Budget by $514,646, from $24,562,722 to $25,077,368; to increase the FY 2011 Auxiliary Fund Budget by $75,000, from $3,553,651 to $3,628,651; to increase the FY 2011 Miscellaneous Restricted Fund Budget by $296,000, from $1,983,209 to $2,279,209; and to increase the FY 2011 Federal Fund Budget by $1,249,670, from $9,096,172 to $10,345,842.

9. Early Contract Release, Nursing Instructor
Barbara James has tendered her resignation, effective May 31, 2011. Ms. James has worked for the College for seven years as an Instructor of Nursing. Ms. James is asking for an early release from her contract for the employment year beginning August 17, 2011 and ending May 18, 2012. Policy 4230B, Resignations. The administration supports Ms. James’ request. The College appreciates the contributions Ms. James has made during her employment and wishes her the best of luck in her new endeavors.

Recommendation
To approve Ms. James’ request for release from her contract effective May 31, 2011.
Trustee Boettcher made a motion to accept the recommendations from Administration on the Consent Agenda. Motion approved by vote.

C. New Business

1. Employment Contract 2011-2012, Instructor of Instrumentation
   The Human Resources Office conducted a national search in April and May to fill the position of Instructor/Assistant Professor of Instrumentation. The Human Resources Office received 4 completed applications for this position. The Professional Standards Board conducted telephone interviews and 3 formal interviews. The Professional Standards Board unanimously recommends that William Bonini be hired for this position. Mr. Bonini holds a Bachelor of Science degree in Electrical Engineering from the University of Wyoming. Mr. Bonini is currently employed at FMC as an Electrical Engineer. He has been employed with FMC for 18 years. Mr. Bonini’s contract details would be as follows: Annual Salary, $48,634.00 for a 9 month contract; Fund, Current; Rank, Instructor; Column Placement, Column I.

   Recommendation
   To offer an employment contract to Mr. William Bonini of Rock Springs, Wyoming for the position of Instructor of Instrumentation for the period August 11, 2011 through May 18, 2012.

   Vice President Fitschen gave an explanation of the proposed employment contract. Treasurer Chadey made a motion to offer an employment contract to Mr. William Bonini as described above. Motion approved by vote.

2. Employment Contract 2011-2012, Instructor of Exercise Science
   The Human Resources Office conducted a national search in April and May to fill the position of Instructor/Assistant Professor of Exercise Science. The Human Resources Office received 26 completed applications for this position. The Professional Standards Board conducted 2 formal interviews for this position. The Professional Standards Board unanimously recommends that Kristine Clark be hired for this position. Ms. Clark holds a Bachelor of Science degree in Exercise Science from Utah State University, a Master of Science degree in Exercise Science from Utah State University and a second Master of Science Degree in Human Nutrition from Eastern Michigan University. Ms. Clark is currently employed at North Carolina State University as a Lecturer. She has held this position for 8 years. Prior to that, she was employed at Duke University as a Clinical Exercise Physiologist for two years. Ms. Clark’s contract details would be as follows: Annual Salary, $53,696.00 for a 9 month contract; Fund, Current; Rank, Associate Professor; and Column Placement, Column II.

   Recommendation
   To offer an employment contract to Kristine Clark of Raleigh, North Carolina for the position of Associate Professor of Exercise Science for the period August 11, 2011 through May 18, 2012.
Vice President Fitschen gave an explanation of the proposed employment contract. Vice President Honaker made a motion to offer an employment contract to Ms. Kristine Clark as described above. Motion approved by vote.

3. Employment Contract 2011-2012, Instructor of Nursing

The Human Resources Office conducted a national search in April and May to fill the position of Instructor/Assistant Professor of Nursing. The Human Resources Office received 6 completed applications for this position. The Professional Standards Board conducted 3 formal interviews. The Professional Standards Board unanimously recommends that Carla Lee be hired for this position. Ms. Lee holds a Bachelor of Science Degree from the Idaho State University. She is currently enrolled in the Master of Science Degree program in Nursing at the University of Wyoming. Ms. Lee is currently employed at Memorial Hospital of Sweetwater County as a Registered Nurse. Ms. Lee’s contract details would be as follows: Annual Salary, $46,318.00 for a 9 month contract; Fund, Current; Rank, Instructor; and Column Placement, Column I. (9 Month Contract)

 Recommendation
To offer an employment contract to Ms. Carla Lee of Green River, Wyoming for the position of Instructor of Nursing for the period August 11, 2011 through May 18, 2012.

Vice President Fitschen gave an explanation of the proposed employment contract. Trustee Boettcher made a motion to offer an employment contract to Ms. Carla Lee as described above. Motion approved by vote.


Ken Fitschen, Vice President for Student Learning is retiring effective June 30, 2011. The Administration is recommending that an interim Vice President be appointed until a full time replacement can be hired. The Administration has recruited one individual to fill this position on a temporary basis. The Administration recommends that Ms. Elaine Tutterrow be offered a six-month employment contract for this position. Ms. Tutterrow holds a Bachelor of Arts degree in Elementary Education from Stetson University in DeLand, Florida. Ms. Tutterrow also holds a Master of Education degree in Administration and Supervision from University of South Florida, Tampa, Florida. Ms. Tutterrow was employed as the Interim Director of the Green River Center for Western Wyoming Community College for six months. She was also employed at Caldwell County Schools in LeNoir, North Carolina as a school administrator for twenty years. Prior to that, she was employed at several school districts in Florida as a classroom teacher for eighteen years. Ms. Tutterrow’s contract details would be as follows: Annual Salary, $50,000.00 for a 6 month contract; Fund, Current; Rank, N/A; and Column Placement, N/A.

 Recommendation
To offer an employment contract to Elaine Tutterrow of Green River, Wyoming for the position of Interim Vice President for Student Learning for the period July 1, 2011 through December 31, 2011.
Dr. Leach gave an explanation of the proposed employment contract. Treasurer Chadey made a motion to offer an employment contract to Ms. Elaine Tutterrow as described above. Motion approved by vote with Trustee Reese voting “Nay”.

The Administration recommends that the position of Webmaster be reclassified from a paraprofessional position to a professional position. The job duties and responsibilities have been reviewed in accordance with the Fair Labor Standards Act and it has been determined the position qualifies as an exempt position. The Professional Standards Board reviewed and approved the Webmaster position description and the credentials of the incumbent and recommend that the position be reclassified and that the incumbent, Anna McClure, be promoted to this position. Ms. McClure holds an Associate’s Degree from Western Wyoming Community College, a Bachelor of Fine Arts in Web Design from the American Intercontinental University and a Master of Science degree in Instructional Technology from the University of Wyoming. Ms. McClure is employed at Western Wyoming Community College as the College’s Webmaster. She has held this position for 4+ years. Ms. McClure’s contract details would be as follows: Annual Salary, $62,815.00 for a 12 month contract; Fund, Current; Rank, N/A; and Column Placement, Column II.

Recommendation
To offer an employment contract to Anna McClure of Green River, Wyoming for the position of Webmaster, for the period July 1, 2011 through June 31, 2012.

Vice President Freeze gave an explanation of the position reclassification and proposed employment contract. Treasurer Chadey asked if any other positions had been reviewed for possible reclassification. Vice President Freeze said that positions are reviewed periodically although no institutional process exists. Vice President Freeze said that instructor positions in the Children’s Center were also reclassified as professional positions. Associate Vice President Budd added that the Human Resources office conducted research on common job duties for webmaster positions to ensure the reclassification was needed. Treasurer Chadey made a motion to offer an employment contract to Ms. Anna McClure as described above. Motion approved by vote.

6. Early release from Employee Contract: Admissions Counselor
Heather Sanders has tendered her resignation, effective June 30, 2011. Ms. Sanders has worked for the College since August 17, 2007 as an Admissions Counselor. Ms. Sanders is asking for an early release from her contract for the employment year beginning July 1, 2011 and ending June 30, 2012. Policy 4230B, Resignations. The administration supports Ms. Sanders’ request. The College appreciates the contributions Ms. Sanders has made during her employment with WWCC and wishes her the best of luck in her new endeavors.

Recommendation
To approve Ms. Sanders’ request for release from her contract effective June 30, 2011.
Vice President Freeze gave an explanation of the early contract release request. Secretary Eckman made a motion to approve the request effective June 20, 2011. Motion approved by vote.

7. **Employment Contract 2011-2012, Director of Finance**
The Human Resources Office conducted a national search in May and June to fill the position of Director of Finance and Controller. The Human Resources Office received 13 completed applications for this position. The Professional Standards Board conducted 4 telephone interviews and 3 on-campus interviews for this position. The Professional Standards Board recommends that Deborah Baker be hired for this position. Ms. Baker holds a Bachelor of Arts degree in Sociology and a Master of Business Administration Degree with emphasis in Accounting, both from the University of Colorado-Boulder. Ms. Baker is also a licensed CPA and is currently employed at Rock Springs National Bank as the Assistant Chief Financial Officer. She has held this position for four years. Prior to that, she was employed at BKD, LLP, a public accounting firm in Colorado Springs, Colorado as an auditor and audit manager. Ms. Baker worked for BKD, LLP for nine years. Ms. Baker’s contract details would be as follows: Annual Salary, $70,911.00 for a 12 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

**Recommendation**
To offer an employment contract to Deborah Baker of Rock Springs, Wyoming for the position of Director of Finance and Controller, for the period July 18, 2011 through June 30, 2012.

Vice President Kelsey gave an explanation of the proposed employment contract. Trustee Plant asked for an explanation of the position. Vice President Kelsey stated that the position handles all accounting functions for the college. Trustee Boettcher asked if the candidate had any experience in higher education accounting. Vice President Kelsey said that although Ms. Baker had not worked in a college setting, as a licensed CPA she has conducted numerous audits of higher education institutions. Secretary Eckman made a motion to offer an employment contract to Ms. Deborah Baker as described above. Motion approved by vote.

8. **Employment Contract 2011-2012, Instructor of Biology**
The Human Resources Office conducted a national search in April and May to fill the position of Instructor/Assistant Professor of Biology. The Human Resources Office received completed 23 applications for this position. The Professional Standards Board conducted 3 on-campus interviews for this position. The Professional Standards Board recommends that Katrina Kirsch be hired for this position. Ms. Kirsch holds a Bachelor of Science degree in Biological Sciences and a Master of Science Degree in Zoology both from Oklahoma State University. Ms. Kirsch is currently an adjunct faculty member at Northern Oklahoma College. Ms. Kirsch’s contract details would be as follows: Annual Salary, $45,908.00 for a 9 month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.
Recommendation
To offer an employment contract to Katrina Kirsch of Stillwater, Oklahoma for the position of Instructor of Biological Sciences for the period August 11, 2011 through May 18, 2012.

Vice President Fitschen gave an explanation of the proposed employment contract. Trustee Boettcher made a motion to offer an employment contract to Ms. Katrina Kirsch as described above. Motion approved by vote.

9. First Reading, Revision of Policy and Procedure 5210A, Attendance (Moved from Consent Agenda Item #3)
As requested by the Board, the Academic Council has been reviewing the 6000 series of Policies & Procedures related to instruction. The Academic Council identified three main concerns for revising the Attendance policy and procedures: 1) Clarifying expectations when a student misses a class even for excused absences. Such absences are typically for college-sponsored activities, such as athletics, theater, or forensics. The existing procedure stated that a student is “entitled” to make-up work missed. Although “entitled” seems logical, it is not always practical; therefore, the Academic Council wanted that verb changed and the process clarified. The Policy and Procedures Committee changed the verb to is “expected to”; 2) Clarifying situations where it is impractical to make-up the missed assignment. For example, to replicate a lab for a science or technical course for one student may not be practical; 3) Including the relevant chair in conversations related to resolving decisions related to attendance.

The P & P Committee heard feedback from multiple sources: the VP for Student Learning, the VP for Student Success, 2 division chairs, and members of the committee including the student representative. The revisions were thoroughly discussed at 2 meetings with broad participation. The revised 5210A was reviewed and approved by Policy and Procedures Committee and approved by the VP for Student Learning. The President required that a subsequent review should occur to determine the impact.

Recommendation
No action. First reading for the Board to provide feedback if it wishes.

Vice President Fitschen gave an explanation of the proposed policy and procedure revision. President Roth stated that the policy would seem to favor activity sponsors over instructors. Dr. Leach explained that when an absence is due to participation in college sponsored activities, the student should not be forced to negotiate make up work without assistance from the activity sponsor. Secretary Eckman said that he was concerned that wording in the policy could possibly create a conflict because it states that an instructor can decide what would constitute excessive absences.

10. First Reading, Revision of Policy and Procedure 6220B, Course Outlines or Syllabi (Moved from Consent Agenda Item #5)
As requested by the Board, the Academic Council has been reviewing the 6000 series of Policies & Procedures related to instruction. The Academic Council
found that the existing Policy and Procedure were out-of-date, primarily because it included an attachment, "Minimum Requirements for Course Outline/Syllabi," from 1996. Since those minimum requirements are periodically revised by the Curriculum Committee, the Academic Council made the following recommendations: 1) Delete the 1996 attachment; 2) Revision should require that the course outlines/syllabi follow the current format established by the Curriculum Committee. The Policy and Procedures Committee reviewed the proposal and agreed with Academic Council’s recommendation. Furthermore, it recommended that the existing procedure was so short that it could be combined with the policy for more clarity. The committee, therefore, revised the policy and approved the deletion of the procedure. The revision was reviewed and approved by Policy and Procedures Committee, by the VP for Student Learning, and by the President.

Recommendation
No action. First reading for the Board to provide feedback if it wishes.

Vice President Fitschen gave an explanation of the proposed revision. President Roth asked for clarification on the time frame allowed to submit a syllabus, referring to the portion of the policy that states syllabi will be provided within four weeks of the start of the course. President Roth said that the statement is vague and could indicate that an instructor is not required to supply a syllabus until four weeks after the course begins. President Roth also said that because the syllabus is the contract between the student and the instructor, the student should be provided with a copy of the syllabus at the earliest opportunity. Secretary Eckman agreed. Vice President Fitschen said that the statement concerning the timeframe for submitting a syllabus is in regards to syllabi kept on file in the Student Learning office and agreed that the policy needed to include a provision for student receipt of a syllabus. President Roth stated that the policy should be revised and resubmitted to the Board on a first reading basis.

Approval for Additional Work, Phase II Fire Alarm System (Added at Meeting)
Any change order $10,000 or greater to a Board-approved contract must be approved by the Board of Trustees prior to becoming effective. Earlier this year the Board approved a contract with Wheeler Electric, Inc. to perform Phase II Fire Alarm System work. During the past few weeks, the Administration has been working with the State of Wyoming Construction Management Division, and the Phase II Fire Alarm System electrical contractor, Wheeler Electric, Inc., to come to an agreement on the amount of a change order to provide and install 27 audio/visual alarms that were not included in the original plans prepared by MKK Engineers. The City of Rock Springs is requiring the installation of these additional alarms in specific locations before approval of the project will be granted. The proposed cost of the work is $11,156.00. Federal ARRA funds are available to pay for this additional work and this additional work has been approved by the State of Wyoming Construction Management Division. The original contract amount for this Phase II work is $306,910. Change Order No. 1, in the amount of $2,576 was approved by the Administration earlier this year. The new total contract amount will be $320,642.
Recommendation
To approve Change Order No. 2 to the contract between Western Wyoming Community College and Wheeler Electric, Inc. for Phase II Fire Alarm System work, in the amount of $11,156.00 as described herein.

Vice President Kelsey gave an explanation of the change order. President Roth asked if the ARRA projects were still scheduled to be completed before the deadline. Vice President Kelsey said that all ARRA projects are progressing as expected and will be complete before the deadline. Trustee Plant commented that the Fire Alarm System upgrades include the capability to broadcast messages through the alarm units. Secretary Eckman made a motion to approve the change order for the Phase II Fire Alarm System upgrade as described above. Motion approved by vote.

12. Approval of Resolution, Collection Inventory & Cataloguing (Added at Meeting)
Trustee Reese introduced a proposed resolution regarding the collection of artifacts, geological samples, and other memorabilia collected over the years by WWCC Professor Charlie Love. Trustee Reese stated that he had not spoken with Mr. Love, but would like to see the collection inventoried, catalogued and appraised, and stated his opinion that Mr. Love is the only one qualified to complete the task. President Roth asked how the monetary figures contained in the resolution were calculated. Trustee Reese said that the standard single expenditure allowance for state boards is $7,500. Discussion on the collection continued, including donating the collection to the WWC Foundation. Trustee Boettcher stated that the Foundation is separate from the Board of Trustees, and that the collection would need to be appraised before they would consider accepting the donation. President Roth said that he would estimate the collection to be valued at approximately $750,000. Secretary Eckman stated that Mr. Love’s personal collection would need to be separated from any items owned by the college. Secretary Eckman also said that an estimate of project cost would need to be calculated and budgeted. Trustee Boettcher expressed concern over ownership of items acquired during trips paid for with college funds. Trustee Plant commented that Mr. Love’s health could have an impact on his ability to take on the project, even if his course load were reduced. Trustee Reese stated that the resolution is a draft and that he would welcome any suggestion for changes in the resolution language. Vice President Honaker stated that the Foundation should not be mentioned in the resolution at all, that Mr. Love should be approached regarding the project before it proceeds, and that the impact on students and the Social Science department should be considered. After continued discussion, the resolution was amended to read:

WHEREAS: Charles Love has been an outstanding instructor at this institution for decades, and in the process of imparting knowledge to his many students has collected and brought to the college numerous artifacts, geological samples, and various collections and other memorabilia; and

WHEREAS: The accumulation of artifacts, samples, collections, and memorabilia brought to this institution needs to be inventoried, arranged, completed and catalogued; and
WHEREAS: In recognition of the fact that no one other than Charles Love is capable of putting together such an accumulation of materials with the expertise and knowledge necessary to do justice to the necessary inventory and cataloguing of the academic treasures he brought to this institution;

THEREFORE BE IT RESOLVED: It is the express request of the Board of Trustees that, at the discretion of Charles Love, he may begin directing work on such endeavor as early as June 22, 2011 and that he may use up to nine hours per semester of his teaching contract for that purpose.

It is further the request of the Board of Trustees that the college put at Mr. Love's disposal whatever resources in employees or materials are needed to accomplish this task.

Trustee Reese made a motion to accept the resolution as amended. Motion approved by vote.

V. INFORMATION/PROPOSALS
A. Visiting Delegations
President Roth read a thank you card from the Bairoil Elementary School thanking WWCC for their recent tour, and specifically thanking Board Secretary George Eckman and Athletic Director Lu Sweet.

B. Questions/Media/Public
None

C. President/Staff
Dr. Leach reported that she has had several meetings with Carbon County Higher Education Center, and had also taken a trip to Star Valley to discuss expanding the college presence in that area. Dr. Leach also said that she had met with Mr. Vic McMurray and Mr. Mike Kaul regarding a partnership that would utilize the Half Moon Lake resort. Dr. Leach gave the Board a brief history of the discussions, saying that Dr. Boggs had been involved before his retirement. Dr. Leach reported that the recent meetings have centered around creating an educational partnership and perhaps using the facility for retreats, special training for industry and similar uses.

Associate Vice President Caldwell reported that the Systems Portfolio project will be moving into the next stage, and referred the Board members to an update included in their packets. Associate Vice President Caldwell said that the update was a draft and would need editing.

Associate Vice President Caldwell gave an update on the Driver's Education training. Associate Vice President Caldwell said that a meeting was held with Sweetwater County BOCES and an estimate of a cost per person was established. Associate Vice President Caldwell said that the course would be somewhat costly, and that the estimated cost per student did not include the initial investment of a training vehicle. Trustee Boettcher stated that a grant might be available to subsidize this type of training through State Farm. Associate Vice President Caldwell said that the program would require a budget of approximately $15,000 for the first year.
D. **Trustee Questions/Topics**

Trustee Plant asked if there were a specific protocol or procedure regarding initiating events such as political debates, guest speakers, and commemorative events. President Roth said that direct Board involvement could be questionable. Dr. Leach said that while there is no formal procedure, these types of events are normally initiated by an instructor or student group. Dr. Leach went on to say that if the Board directed that time and energy be spent on arranging and facilitating campus events, then it would be done, although it may not be the best use of the college’s limited resources. Vice President Fitschen added that community members suggest numerous events and programs to be held on campus and that those requests must be evaluated and prioritized as not every request can be accommodated. The discussion continued, centering around staff workloads, budget concerns and timing. Vice President Honaker suggested that a separate meeting be held to discuss the issue further.

President Roth read a thank you card from Wyoming Gear Up’s WWCC employees, thanking the Board for the recent salary increase.

Secretary Eckman gave each Board member a letter on personnel issues for their consideration.

E. **Topics for Future Workshop Agendas**

1. Facility Tours
2. BOCES Reports

VI. **CALENDAR OF FUTURE EVENTS**

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<th>Date</th>
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<tr>
<td>June 23-24</td>
<td>WACCT/WCCC Meeting Casper</td>
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<td>July 4</td>
<td>WWCC Holiday – Offices Closed</td>
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<td>July 20</td>
<td>Regular Board of Trustees Workshop</td>
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<td>Room 3071</td>
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<td>July 20</td>
<td>Regular Board of Trustees Meeting</td>
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<td>Room 3060</td>
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<td>Aug. 3-5</td>
<td>ACCT New Trustee Governance Leadership Institute Washington, D.C.</td>
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<td>Aug. 11</td>
<td>Regular Board of Trustees Workshop</td>
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<td><strong>Green River Center</strong></td>
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<td>Aug. 11</td>
<td>Regular Board of Trustees Meeting</td>
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<td><strong>Green River Center</strong></td>
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<td>Aug. 18</td>
<td>All Faculty &amp; Staff Picnic</td>
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<td>TBA</td>
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<td>Aug. 24</td>
<td>Classes Begin</td>
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VII. **ADJOURNMENT**

Having no further business to act on, President Roth adjourned the regular meeting at 10:18 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