Board of Trustees

REGULAR MEETING MINUTES
July 20, 2011

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

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success Services
Elaine Tutterrow, Interim VP for Student Learning
Sandy Caldwell, Assoc. VP for Student Learning
Carla Budd, Assoc. VP for Administrative Services
Paul Murray
Therese Yerkovich

Trustees Absent:
Dick Boettcher
*via conference call

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 7:28 p.m., Wednesday, July 20, 2011, in Board Room 3060, Rock Springs Campus, President James Roth presiding.

BREAK FOR PUBLIC HEARING
The regular meeting was recessed at 7:30 to enter into a public hearing for the proposed One Mill Levy.

Public Hearing – One Mill Levy

I. Call to Order
   The public hearing for the One Mill Levy was called to order at 7:30 p.m., Wednesday, July 20, 2011, in Board Room 3060, President James Roth presiding.

II. Presentation
   Dr. Leach gave a brief presentation on the history and purpose of the one mill levy, stating that each community college in Wyoming assesses the one mill and that the funding is used for the regular operation and maintenance of the college.

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

V. Adjournment
President Roth adjourned the public hearing.

RECONVENE REGULAR MEETING

B. Approval of Agenda
1. Vice President Honaker made a motion to move New Business Item #14 to Consent Agenda Item #5 and to approve both the regular and consent agendas as revised. Motion approved by vote.

II. MINUTES
A. Approval
1. Secretary Eckman made a motion to approve the minutes of the June 20, 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 $2,249,912.42 and the Electronic Transfers as designated in the amount of $324,449.89 for a grand total ratification of $2,574,362.31. Motion approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>241613 through 242021</td>
<td>$1,520,065.54</td>
</tr>
<tr>
<td>Payroll</td>
<td>155676 through 156051</td>
<td>$363,514.87</td>
</tr>
<tr>
<td>Advices</td>
<td>021864 through 021972</td>
<td>$366,332.01</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$2,249,912.42</td>
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</tbody>
</table>

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$251,352.82</td>
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<td></td>
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Credit Card Payments to US Bank Corporate Payment System

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
<td>$73,097.07</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bank to Bank Transfers
0.00

Investment Transfers
0.00

Total Electronic Funds Transfers $324,449.89

GRAND TOTAL FOR BOARD RATIFICATION $2,574,362.31
V. RECOMMENDED ACTION

A. Old Business

None

B. Consent Agenda

1. Adoption of Resolution Regarding Employer Pick-Up of Employee Retirement Contributions

Commencing in September, 2010, Western Wyoming Community College began paying the additional employee’s share of the required retirement contribution on behalf of benefited part time and full time employees. In April, 2010, the Board of Trustees voted to pay this additional share, rather than have the employees pay the additional share. The additional share is also paid on behalf of these employees to TIAA-CREF, the College’s alternate retirement plan. Many College employees participate in TIAA-CREF, rather than in the Wyoming Retirement System. This additional amount is 1.43% of gross salary. For these part time benefited and full time employees, the College pays both the employer’s share, e.g. 7.12% and the employee’s share, e.g. 7.00%, for a total of 14.12%. Recently, the Wyoming Retirement System notified the College that they need a Resolution approved by the Board of Trustees indicating that the College is indeed paying the employee’s share of the required retirement contributions. The Resolution was prepared by the Wyoming Retirement System and has been approved by the College’s attorney, Galen West. As of now, TIAA-CREF has not requested a Resolution regarding this matter.

Recommendation
To approve the following Resolution:

A RESOLUTION TO DOCUMENT WESTERN WYOMING COMMUNITY COLLEGE’S IMPLEMENTATION OF THE PROVISIONS OF SECTION 414 (h) (2) OF THE INTERNAL REVENUE CODE, REGARDING EMPLOYER PICK-UP OF EMPLOYEE RETIREMENT CONTRIBUTIONS TO THE WYOMING RETIREMENT SYSTEM

2. Increasing the FY 2012 Federal Fund Budget

From time to time it is necessary to increase the Federal Fund budget due to the receipt of federal grants. The College has received four grants that need budget authorization. They are as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>INBRE (Dr. Bud Chew)</td>
<td>$40,431</td>
</tr>
<tr>
<td>Distance Education (Nancy Johnson)</td>
<td>$30,000</td>
</tr>
<tr>
<td>Alpine Glacier (Craig Thompson)</td>
<td>$18,882</td>
</tr>
<tr>
<td>Organic Chemistry (Dr. Rocky Barney)</td>
<td>$3,965</td>
</tr>
</tbody>
</table>

Total: $93,278

Recommendation
To increase the FY 2012 Federal Fund budget by $93,278 as detailed above.
3. **Employment Contract Revision**

Carole Shafer was initially employed by the College on March 12, 2005 as a Job Placement Officer. In July 2005, she became the Coordinator of Continuing Education at the Green River Center. In December 2009, Ms. Shafer was asked to take on the responsibilities of managing the Green River Center. Ms. Shafer did not receive additional compensation at that time because it was felt that the level of responsibilities had not changed from her previous position. Since that time, it has become apparent that the responsibilities have grown substantially and Ms. Shafer should receive additional compensation that reflects that fact. Furthermore, Ms. Shafer currently earns about $4000 per year less than a new employee she supervises. (Policy 4220B – Initial Placement, Reclassification, Transfer, Advancement and Remuneration for Degree Attainment for Full-time Contract Employees). Ms. Shafer’s 2011/12 annual salary is $65,101. The College recommends that Ms. Shafer’s annual salary is increased to $71,139. Ms. Shafer is employed under a 12 month contract.

**Recommendation**

To approve a revised employment contract in the amount of $65,211 prorated over 11 months to be effective August 1, 2011 to reflect the change in Ms. Shafer’s annual salary from $65,101 to $71,139.

4. **Employment Contract Revision**

Patricia Nieters was employed by the College on August 12, 2010 as a Nursing Instructor. An error was made in calculating the percentage of additional pay based on Ms. Nieters’ previous work experience for her initial salary placement. This error was identified by the Human Resources Department. Subsequently, Ms. Nieters’ employment contract for 2011/12 requires revision. (Policy 4220B – Initial Placement, Reclassification, Transfer, Advancement and Remuneration for Degree Attainment for Full-time Contract Employees). Ms. Nieters salary listed on her 2011/12 employment contract is $48,610. The salary should be $49,264.

**Recommendation**

To approve a revised employment contract changing Ms. Nieters’ annual salary from $48,610 to $49,264 effective August 17, 2011.

5. **Approval of Change Order No. Three, Laboratory Renovations (Moved from New Business Item #14)**

One of the College’s ARRA projects is the renovation of three old laboratories into regular classrooms. These are Rooms 1306, 1439, and 1445. Last December, the Board of Trustees approved the bid from K. R. Goble Construction Company in the amount of $164,400 to do this work. Earlier, the Administration approved Change Orders No. 1 and 2 in the total amount of $9,100. Originally, the State of Wyoming Construction Office did not allow the expenditure of ARRA funds for network-related patch panels and switches. However, just last week, the Construction Office gave verbal approval for Change Order No. Three. This Change Order requires the contractor to supply and install a patch panel and switchgear apparatus in each of the three remodeled laboratories. The patch panels allow the network cabling to run from these classrooms to the server rooms. The switchgear apparatus ties the
computers in the classrooms to the network. The cost of this Change Order is $25,500. With the approval of this Change Order, the new contract amount for Goble Construction will be $199,000. Federal ARRA funds are budgeted and available to pay for this work. The work is on schedule and substantial completion is expected by the end of July. The State Construction Office must officially approve this proposed Change Order in writing.

Recommendation
To approve Change Order No. Three in the amount of $25,500 to the contract for laboratory renovations between the College and K.R. Goble Construction Company, pending official approval by the State of Wyoming Construction Office.

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

BREAK FOR PUBLIC HEARING
The regular meeting was recessed at 7:46 p.m. to enter into a public hearing for the proposed Sweetwater BOCES Mill Levy.

Public Hearing – Sweetwater BOCES Mill Levy

I. Call to Order
   The public hearing for the Sweetwater BOCES Mill Levy was called to order at 7:47 p.m., Wednesday, July 20, 2011, in Board Room 3060, President James Roth presiding.

II. Presentation
   Dr. Leach gave a brief presentation on the history and purpose of the mill levy, stating that the mill levy revenue would be used to fund various programs including the Sweetwater County Graduates Scholarship program.

III. Public Questions/Comments
    President Roth called for any questions or comments from the public. None were forthcoming.

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

V. Adjournment
    President Roth adjourned the public hearing.

RECONVENE REGULAR MEETING

C. New Business
   1. Second 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 approved by the VP for Student Learning. The President required that a subsequent review should occur to determine the impact.

Recommendation
To approve the deletion of Policy 6220C, Class Attendance.

Vice President Tutterrow gave an explanation of the proposed deletion. Secretary Eckman made a motion to approve the deletion of Policy 6220C, Class Attendance, as described above. Motion approved by vote.

BREAK FOR PUBLIC HEARING
The regular meeting was recessed at 8:00 p.m., to enter into a public hearing for the FY11-12 Budget adoption.

Public Hearing – FY 2011-12 Budget

I. **Call to Order**
The public hearing for the FY2011-12 Budget was called to order at 8:00 p.m., Wednesday, July 20, 2011, in Board Room 3060, President James Roth presiding.

II. **Presentation**
Vice President Kelsey gave a brief overview of the budget, highlighting various revenue and expenditure accounts.

III. **Public Questions/Comments**
President Roth called for any questions or comments from the public. None were forthcoming.

IV. **Board Questions/Comments**
President Roth called for any questions or comments from the Board. Trustee Plant asked for clarification on one specific budget item. Treasurer Chadey commended Vice President Kelsey for his preparation and explanation of the budget. No other comments or questions were forthcoming.

V. **Adjournment**
President Roth adjourned the public hearing.

RECONVENE REGULAR MEETING
2. **Second Reading, Revision of Policy and Procedure 5210A, Attendance**

As requested by the Board, the Academic Council has been reviewing the 6000 series of Policies & Procedures related to instruction. The Academic Council identified 3 main concerns for revising the Attendance policy and procedures:

- 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 P & P Committee changed the verb to is “expected to”
- 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.
- 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**

To approve the recommended revisions to Policy and Procedure 5210A, Attendance.

Vice President Tutterrow gave an explanation of the proposed revisions. President Roth asked for clarification on excused absences. Vice President Tutterrow said that each activity sponsor should provide a list of anticipated absences at the beginning of each semester. President Roth asked if there were a set limit. Vice President Tutterrow said that there are no limits at this time. Secretary Eckman asked why no provision was made in the policy for giving students a copy of the attendance policy. Dr. Leach stated that student receipt of the attendance policy is discussed in the syllabi policy, which is not ready for board approval. Vice President Honaker made a motion to approve the revisions to Policy and Procedure 5210A, Attendance, as described above. Motion approved by vote.

3. **Second 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.

- In the existing procedure it was not clear what process FT faculty should use regarding such absences.
- 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:”

- At times only some roads are closed; for example, between here and Green River.
- At times, roads are not closed but “no unnecessary travel 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
To approve the recommended revisions to Policy and Procedure 6210B, Cancellation of Classes Because of Bad Weather.

Vice President Tutterrow gave an explanation of the proposed revisions. Due to a discrepancy in agenda item titles, a short discussion ensued regarding whether the policy revision was brought forward as the first or second reading. After concluding that the discrepancy was due to a typographical error, Secretary Eckman made a motion to approve the recommended revisions to Policy and Procedure 6210B as described above. Motion approved by vote.

4. 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:

- 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.

- Changed the definition of brother and sister to siblings and step-siblings.
c. Removed the restriction that only three days would be granted if the location is within five hours driving distance. The decision of 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
To approve the recommended revisions to Policy and Procedure 4510D, Leave for Bereavement.

Associate Vice President Budd gave an explanation of the proposed revisions. Trustee Reese made a motion to approve the recommended revisions to Policy and Procedure 4210D, Leave for Bereavement, as described above. Motion approved by vote.

5. Employment Contract 2011-2012

The Human Resources Office conducted a national search in April and May to fill the position of Director of Academic Advising. The Human Resources Office received 26 completed applications for this position. The Professional Standards Board conducted 4 telephone interviews and 2 on-campus interviews for this position. The Professional Standards Board recommends that Sally Neal be hired for this position. Dr. Neal holds a Bachelor of Arts Degree in Psychology from Gustavus Adolphus College in St. Peter, Minnesota. She also holds a Master of Arts Degree in Higher Education-Student Affairs and a PhD in Adult Learning/Educational Leadership, both from the University of Connecticut. Dr. Neal is currently employed at the University of Connecticut as a Transfer Advisor and Orientation Coordinator. She has held this position for five years. Dr. Neal has ten years of advising experience. Dr. Neal’s contract details would be as follows: Annual Salary, $75,164.00 for a 12 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation
To offer an employment contract to Dr. Sally Neal of Coventry, Connecticut for the position of Director of Academic Advising for the period August 15, 2011 through June 30, 2012.

Vice President Freeze gave an explanation of the employment contract. Treasurer Chadey made a motion to offer an employment contract to Dr. Sally Neal as described above. Motion approved by vote.

6. One Mill Levy

In the 1990 Budget Session, the Wyoming State Legislature authorized community college Boards of Trustees to levy a tax of up to one mill on the assessed valuation of the district for the “regular support and operation of the College.” This tax can be levied at the discretion of the Board following a public hearing which must be held every other year. In June, 1990, the Board first authorized the levy for the 1990-91 and the 1991-92 fiscal years. Most recently, in July 2009, the Board authorized the levy for the 2010-11 and the 2011-12 fiscal years. Originally, the one mill tax was levied to allow the
College to hire consultants to investigate problems with the physical plant, including architectural work and construction management. In FY 1990-91 and FY 1991-92, the great majority of the one mill fund was used for consultant fees, litigation and mediation. In more recent years, the majority of the one mill budget has been used for the following programs, although other programs exist as well:

- Plant Improvements
- Athletics
- Insurance and Lease Payments
- P.T.C.E. Support
- Financial Aid
- Selected Student Services
- Swimming Pool Operation

On June 16, 2011, the College advertised notice of a public hearing for the purpose of obtaining comments concerning the Board’s intent to levy the one mill tax. The public hearing was held at 7:30 p.m. this evening. All seven Wyoming community colleges levy this one mill tax each year. A sizeable percentage of the WWCC FY 2011-12 one mill revenues are designated for “recurring” expenditures. The One Mill Fund is a very important component of the overall funding strategy to meet the needs of the College.

Recommendation
That the Western Wyoming Community College Board of Trustees approve up to a one mill levy for the 2012-13 and 2013-14 fiscal years with the income to be expended for the regular support and operation of the College.

Dr. Leach gave a brief explanation of the proposed mill levy, stating that the more in-depth explanation was given during the public hearing earlier in the evening. Trustee Plant made a motion to approve up to a one mill levy for the 2012-13 and 2013-14 fiscal years as described above. Motion approved by vote.

7. Approval of College-Levied BOCES Millage
Western first decided to levy the optional one-half mill for FY 2007-08 that is allowed by the Cooperative Educational Services statute, WS 21-20-110 (h) in the Spring of 2007. The amount levied was .4 of one mill for one year. The Sweetwater BOCES Board agreed to administer the funds on March 17, 2007 and the levy was approved by the WWCC Board of Trustees in April 2007. This levy covered the cost of the program for three years. In 2010-11 the plan was adjusted to assess a much smaller millage on an annual basis to cover the costs for these programs. WWCC’s levied .000225 of a mill to cover the cost of these programs in 2010-11. In 2007, the revenue was specifically earmarked for the creation of a new scholarship for graduating Sweetwater County students and to provide additional dollars for the dual enrollment program for high school students in this county. The goal was to encourage more Sweetwater County students to pursue a college degree. The scholarship provides an automatic stipend to any Sweetwater County high school graduate (within 2 years of their graduation) which is in addition to any other financial aid or scholarship. This award has encouraged students who
might not have considered it previously to enroll in college and has provided a greater incentive for naturally college-bound students to choose Western. Similarly, the dual enrollment program enhances the opportunity for high school juniors and seniors at any Sweetwater County high school to get a start on college-level coursework. This has been a very successful effort with the number of students getting a “jump start” on college increasing each year. Both school districts are excited about this program, and again we believe students who don’t know that they are “college material,” are also benefitting. The dollars provided to assist GED completers, provide for transition to college services, and to partially support the Peer Tutor Center have helped populations of students who struggle at entry and who benefit from financial support and services at the point they complete their GED and are ready to slowly start college. Peer tutoring provides a free mechanism for students to get help early in a non-threatening environment. WWCC’s plan is to continue the program with the addition of a Coordinator for A High School Transition Program who will provide more direct services to high school students as they take dual and concurrent courses and as they make the transition into higher education. Plan for utilization of the levied dollars:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Annual Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue the Sweetwater County Graduates Scholarship</td>
<td>$403,000</td>
</tr>
<tr>
<td>Continue the Dual Enrollment program providing up to 6 credit hours per semester of college-level coursework for eligible juniors and seniors.</td>
<td>$75,000</td>
</tr>
<tr>
<td>GED Completer Scholarship (Available for up to 3 credit hours for any GED completer with a minimum 540 score). Allows them to start taking classes immediately after GED completion.</td>
<td>$20,000</td>
</tr>
<tr>
<td>Transition to College Seminar. Allows Sweetwater County residents to take a college-prep class that helps them prepare for the demands of college-level coursework</td>
<td>$1000</td>
</tr>
<tr>
<td>Peer Tutor Center. Covers 30% of the operations of the peer tutor center to help offset costs of serving Sweetwater County students</td>
<td>$19,657</td>
</tr>
<tr>
<td>High School Transition Program: Salary and benefits for a part-time benefited coordinator and operating dollars for the program.</td>
<td>$65,174</td>
</tr>
<tr>
<td>Other</td>
<td>$24,596</td>
</tr>
<tr>
<td>Annual Total</td>
<td>$608,427</td>
</tr>
</tbody>
</table>

The administration’s recommendation is to levy .000225 of a mill to cover the cost of these programs for 2011-12. It will generate approximately $608,427 per year. College administration will submit the proposal to the BOCES Board in July.

Recommendation
To approve the levy of .000225 of a mill for 2011-12 for the specific defined purposes.

Dr. Leach gave a brief explanation of the proposed BOCES mill levy, stating that she had given a more in-depth explanation during the public hearing earlier in the evening. Secretary Eckman made a motion to approve the levy
of .000225 of a mill for 2011-12 for the specific defined purposes as described above. Motion approved by vote.

8. Adoption of Fiscal Year 2011-12 Budget
The Board of Trustees is required to adopt a Fiscal Year 2011-12 Annual Budget. A Public Hearing was held earlier this evening to gather public comments regarding this budget. The budget is ready for Board consideration/adoption.

Recommendation
To adopt the Fiscal Year 2011-12 Annual Budget as presented; to approve the Resolution to Provide Income; and to approve the Expenditure Authority Resolution.

Vice President Kelsey gave a brief explanation of the budget, stating that a more in-depth explanation had been provided during the public hearing held earlier in the evening. Trustee Plant made a motion to adopt the Fiscal Year 2011-12 Annual Budget as presented, to approve the Resolution to Provide Income, and to approve the Expenditure Authority resolution. Motion approved by vote.

The Human Resources Office conducted a national search in April and May to fill the position of Director of Information Technology. The Human Resources Office received 13 completed applications for this position. The Professional Standards Board conducted 4 telephone interviews and 4 on-campus interviews. The Professional Standards Board unanimously recommends that Derek Robinson be hired for this position. Mr. Robinson holds a Bachelor Degree in Computer Science in Computer Networking/Information Security from ITT Technical Institute. Mr. Robinson is currently working on his Master of Science Degree in Information Technology Management through Kaplan University. Mr. Robinson has been employed at Western Wyoming Community College for the last five years. He is currently the Network and Systems Administrator. Mr. Robinson’s contract details would be as follows: Annual Salary, $70,638.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation
To offer an employment contract to Derek Robinson of Rock Springs, Wyoming for the position of Director of Information Technology for the period August 1, 2011 through June 30, 2012.

Associate Vice President Budd gave an explanation of the employment contract. Treasurer Chadey made a motion to offer an employment contract to Mr. Derek Robinson as described above. Motion approved by vote, with President Roth voting ‘nay’.

10. Early release from Employee Contract: Stacee Hanson
Stacee Hanson has tendered her resignation from the college effective August 18, 2011. Ms. Hanson began working for the college full-time on August 1,
1998 as an Admissions Counselor. Ms. Hanson accepted her current position as Director of Financial Aid in 2002. She has accepted a position as a counselor with the Sweetwater School District #1 and is asking for an early release from her 2011/12 employment contract. Policy 4230B, Resignations. The administration supports Ms. Hanson’s request. The College appreciates the contributions Ms. Hanson has made during her employment with WWCC and wishes her the best of luck in her new endeavors.

**Recommendation**
To approve Ms. Hanson’s request for release from her 2011/12 employment contract effective August 18, 2011.

Vice President Freeze gave an explanation of the requested contract release. Vice President Honaker made a motion to approve Ms. Hanson’s request for release from her 2011-12 employment contract as described above. Motion approved by vote.

**11. Employment Contract 2011-2012**
The Professional Standards Board met on Tuesday, July 12, 2011 to review the credentials of Dianna Renz. Dianna Renz is presently employed in a part-time benefited capacity as the Learning Assessment Associate. Her position, Assessment Coordinator, will become a full time position effective August 1, 2011. Based on the review of Ms. Renz’s credentials, the Professional Standards Board recommends that she be offered an employment contract for this position. Ms. Renz holds a Bachelor of Arts Degree in English from Linville College and a Master of Arts Degree in Education from Stanford University. Ms. Renz has been employed as the Learning Assessment Associate for the last four years. Ms. Renz’s contract details would be as follows: Annual Salary, $60,131.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column I.

**Recommendation**
To offer an employment contract to Dianna Renz of Rock Springs, Wyoming for the position of Assessment Coordinator for the period August 1, 2011 through June 30, 2012.

Associate Vice President Caldwell gave an explanation of the employment contract. Treasurer Chadey made a motion to offer an employment contract to Dianna Renz as described above. Motion was approved by vote.

**12. Acceptance of the Employment Success Advising Program Grant**
In FY11, Western applied for and was awarded an ABE-GED Service Delivery Grant through the Wyoming Department of Workforce Services under the American Recovery and Reinvestment Act of 2009. The focus of this grant was to provide core workforce services that help job-seekers identify basic skill gaps and provide job-seeking support services (resume’ preparation, interviewing skills, job searching, etc.) to enter into, retain, or advance in self-sustaining employment. The grant has been renamed to the Employment Success Advising Program Grant and an additional year of service has been added to cover FY12. The Employment Success Advising Program Grant will
be used to provide employment services operations at the Rock Springs Campus in cooperation with the ABE-GED Education Center, the Career and Placement Center and the Student Development Center. The expected beneficiaries include unemployed job-seekers, persons who are employed but looking to advance in employment, persons in need of a GED, employers who need an educated and trained workforce, and English as a Second Language job-seekers who need to assess transferable skills and skills gaps to enter or compete in the job market. The project budget includes salary for a part-time professional Employment Success Advisor, funds for job skills assessment and testing, job search workshops, seminars, and support groups for job-seekers, and referrals to employers for job openings. Total grant funds in the amount of $72,652.57 were awarded to Western Wyoming Community College.

Recommendation
To accept the Employment Success Advising Program Grant in the amount of $72,652.57; to give authority to spend the monies for the purposes as specified in the grant; and to increase the state fund by $72,652.57.

Vice President Freeze gave an explanation of the grant. Secretary Eckman made a motion to accept the Employment Success Advising Program Grant as described above. Motion approved by vote.

13. FY12 Federal Grants and State Funding for Learning Center
The Wyoming Community College Commission has notified the WWCC Learning Center that it will provide $68,050.94 (compared to $65,482 in FY 2011) through federal Adult Education and Family Literacy funds. The WCCC also awarded $18392.52 ($17,654 in FY 2011) to the Learning Center for the federal Adult Education/ EL Civics program. Additionally, the WWCC Learning Center has been awarded $117,144.91 (compared to $113,653 in FY 2011) in state funds. This is money that has now been built into the Wyoming state budget and will be recurring funds although the amount each year may vary. This year, as a new award, the state office has awarded $2000 in state leadership funds that will help defray the costs of participation in state program initiatives and instructor training. The funding period for these grants is from July 1, 2011 to June 30, 2012. Federal Adult Basic Education Grants provide yearly support for the ABE Program at WWCC. The funding is based on performance measures and the grant pays for full-time and part-time instructor salaries, professional development and educational supplies in Rock Springs, Green River, Pinedale, Big Piney, Afton, and Kemmerer. The El Civics grant funds instructor salaries, materials and professional development for the English language literacy program. The state money will pay part-time instructor salaries, salary for a full-time ESL aide for the program and will also provide money for professional development, books, materials and other operating expenses. Federal leadership funds help defray the costs of participation in state program initiatives and instructor training.
Recommendation
To accept the Learning Center Federal ABE Grant funds for $68,050.94, the El Civics grant of $18,392.52, Leadership Funds of $2000 and the state funds of $117,144.91 and to grant the authority to spend the monies for the purposes specified in the grant proposals and increase the College’s federal and state funds by that amount.

Vice President Tutterrow gave an explanation of the State and Federal grants. Vice President Honaker made a motion to accept the funds, to grant authority to spend the monies for the purposes specified in the grant proposals, and to increase the College’s federal and state funds by that amount. Motion approved by vote.

14. Moved to New Business Item #5

VI. INFORMATION/PROPOSALS
   A. Visiting Delegations
      None

   B. Questions/Media/Public
      None

   C. President/Staff
      Dr. Leach reported that WWCC’s Women’s Basketball team was the #1 Academic All American team for the third year in a row.

      Dr. Leach reported that rolling catalog cases had been supplied for each board member, and that each case contained a Trustee Orientation packet.

      Dr. Leach reported that Charlie Love would be invited to attend an upcoming board meeting to discuss the Board’s desire to have his collection inventoried and catalogued.

      Dr. Leach handed out information on the Cultural Affairs Committee, which is the group that would coordinate special events.

      Vice President Freeze reported that WWCC has been named as a “Military Friendly School” for the third year in a row. Secretary Eckman asked if WWCC was provided with information on returning service members in our area. Vice President Freeze said that no such information is provided at this time. Treasurer Chadey asked if the designation was made public through WWCC press releases. Vice President Freeze said that it is.

      Vice President Kelsey gave an update on the ARRA projects. Vice President Kelsey said that all projects are nearing completion, and will be completed by the deadline imposed by the federal government. Vice President Kelsey said that WWCC was awarded approximately $2.7 million in ARRA funding and that all but $50,000 of that funding will be expended. Treasurer Chadey asked if WWCC could use the additional $50,000 on another project. Vice President Kelsey said that he is trying to determine a way to use the remaining funds, but that the funds would not be able to
be used without state and federal approval. Vice President Honaker commended Vice President Kelsey on a job well done regarding the receipt and use of the ARRA funds. Vice President Kelsey said that Tammy Register and Corey Brown deserve the recognition more than he. Vice President Honaker asked Vice President Kelsey to pass along her praise. President Roth said that he would like to see a press release concerning the projects and their completion.

D. Trustee Questions/Topics
President Roth expressed a desire to hold a reception for area legislators and other local elected officials. President Roth said that he would like to see the reception held on August 23 with dinner and a tour. A short discussion ensued regarding inviting groups whose political agendas may conflict with WWCC.

Secretary Eckman reported that he had received a copy of the Bridger Valley Outreach schedule of courses and asked if all outreach offices produced their own course schedules.

Vice President Honaker said that she would like to see a presentation by the new Director of Academic Advising at a workshop sometime this fall.

Trustee Plant thanked Associate Vice President Caldwell for taking the time to help him understand Assessment initiatives.

Trustee Reese expressed frustration regarding the delay in having Charlie Love catalog and inventory his collection. Trustee Reese stated that it was his intent that Mr. Love start the inventory process soon. Dr. Leach said that she had given Mr. Love the Board’s offer and he had asked for time to consider it. Dr. Leach said that Mr. Love could be invited to the August meeting if that was the Board’s desire.

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

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<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>August 11</td>
<td>Regular Board of Trustees Workshop</td>
<td>Green River Center</td>
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<tr>
<td>6:00 p.m.</td>
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<tr>
<td>August 11</td>
<td>Regular Board of Trustees Meeting</td>
<td>Green River Center</td>
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<tr>
<td>7:15 p.m.</td>
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<tr>
<td>August 18</td>
<td>All Faculty &amp; Staff Picnic</td>
<td>WWCC Campus</td>
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<td>6:00 p.m.</td>
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<tr>
<td>August 24</td>
<td>Classes Begin</td>
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<td>September 5</td>
<td>WWCC Holiday, Offices Closed</td>
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<tr>
<td>September 8</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
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<tr>
<td>6:00 p.m.</td>
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<tr>
<td>September 8</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
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<tr>
<td>7:15 p.m.</td>
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VIII. ADJOURNMENT
Having no further business to act on, President Roth adjourned the regular meeting at 9:30 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