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., Thursday, August 11, 2011, in Room 211, Green River Center, President James Roth presiding.

   B. Approval of Agenda
      1. Secretary Eckman made a motion to approve both the consent and regular agendas as presented. Motion approved by vote.

II. REPORTS
   A. Admissions – Joe Mueller
      Mr. Joe Mueller, Director of Admissions, gave the departmental annual report to the Board. Mr. Mueller thanked the Board for approving the purchase of the Datatel recruiter software. Mr. Mueller said that the software is now live and has streamlined the application process. Mr. Mueller said that the software has several features that allow the Admissions office to communicate with individual applicants or in large groups. Mr. Mueller said that the software also has an International Application feature which will be implemented soon. Mr. Mueller said that the Admissions office employs several social media outlets in its recruiting efforts including twitter, facebook, online chat rooms, and texting. Mr. Mueller also said that an application that tags information and images for upload to smartphones is also utilized. Mr. Mueller said that the Admission office held 18 events on campus, nine off campus and participated in 21 other events. Mr. Mueller said that the Admissions office routinely travels and recruits in five different states. Mr. Mueller reported that student contact information is now scanned at some of these events to prevent errors in recording the information. President Roth said that he would be interested in seeing a demonstration of the new software. Trustee Boettcher asked if the Admissions Counselor position was still...
vacant. Mr. Mueller said that it has not been filled and that interviews would be conducted next week. The Board thanked Mr. Mueller for his report.

B. Registration Programs – Jackie Freeze
Vice President Freeze gave an update on the Registration Programs in the absence of Associate Vice President Watkins. Vice President Freeze said that 13 registration programs were held over the summer. Vice President said that the students are given general information, meet with their advisor and register for classes. Vice President Freeze also said that the process takes 3-4 hours. Vice President Freeze said that the program has served 353 students this summer, and because the focus of the programs is personal service, the number of participants for each session is limited. Vice President Freeze said that parents and students are separated but given equivalent information. Vice President Freeze said that Spanish interpreters are available when needed.

C. Resolution – Trustee Reese
Trustee Reese gave an explanation of the resolution, stating that WWCC is lucky to have recruited and retained such an accomplished instructor, and in recognition of the contributions and expertise of Mr. Charles Love, the Board of Trustees presented the following resolution, which had been passed by the Board of Trustees at their regular meeting on June 20, 2011:

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

WHEREAS: The accumulation of artifacts, samples, collections and memorabilia brought to Western Wyoming Community College needs to be inventoried, arranged, completed and catalogued; and

WHEREAS: In recognition of the fact that Charles Love is the premier expert on said artifacts, samples, collections and memorabilia, and has the knowledge necessary to accurately inventory and catalogue the academic treasurers he has brought to Western Wyoming Community College;

THEREFORE BE IT RESOLVED: It is the express request of the Western Wyoming Community College District Board of Trustees that, at the discretion of Charles Love, he begin directing work on such endeavor and that the Administration puts at Mr. Love’s disposal the resources needed to accomplish the task.

Trustee Reese asked Mr. Love to join him at the podium to accept the recognition. Mr. Love thanked the Board for their recognition, stating that he would not want a future instructor to have to undertake the task of completing an inventory or cataloguing the various collections. President Roth stated that Mr. Love could be assured that the resources to complete the inventory at his normal high standards would be made available to him.
III. MINUTES
A. Approval
1. Secretary Eckman made a motion to accept the minutes of the July 20, 2011 meeting as presented. Motion approved by vote.
2. Secretary Eckman made a motion to accept the minutes of the May 12, 2011 meeting as corrected. 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 $1,240,071.73 and the Electronic Transfers as designated in the amount of ($561,860.19) for a grand total ratification of $678,211.54. 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>242022 through 242352</td>
<td>$640,803.98</td>
</tr>
<tr>
<td>Payroll</td>
<td>156052 through 156293</td>
<td>$210,711.94</td>
</tr>
<tr>
<td>Advices</td>
<td>021973 through 022092</td>
<td>$388,555.81</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$1,240,071.73</td>
</tr>
</tbody>
</table>

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$191,937.44</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit Card Payments to US Bank Corporate Payment System

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
<td>$49,430.45</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bank to Bank Transfers

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Bank, N. Side Branch</td>
<td>Cashed out Major Maint. CD</td>
<td>($803,228.08)</td>
</tr>
</tbody>
</table>

Investment Transfers

0.00

Total Electronic Funds Transfers

($561,860.19)

GRAND TOTAL FOR BOARD RATIFICATION

$678,211.54

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

V. RECOMMENDED ACTION
A. Old Business
None
B. **Consent Agenda**

1. **Approval of Engagement Agreement with Law Firm**
   
   At the December, 2010 meeting of the Board of Trustees, the Board approved an engagement agreement between the College and West Law Office, P.C. for the period December 10, 2010 through June 30, 2011. The Agreement needs to be renewed as it has expired. Mr. West has indicated that he sees no need for any changes from the current Agreement, other than updating the engagement period.

   **Recommendation**
   
   To execute the engagement agreement to retain the firm of West Law Office, P.C. to serve as legal counsel to Western Wyoming Community College for the period July 1, 2011 through June 30, 2012.

2. **Approval of Change Order No. Five, New Science Lab, Hogan & Associates, Contractor**

   One of the College’s ARRA projects is the renovation of existing space to create a new science laboratory. Last year, the Board of Trustees approved the bid from Hogan & Associates Construction Company in the amount of $737,000 to construct this new laboratory. Prior to this change order, four other change orders have been approved. Originally, the State of Wyoming Construction Office did not allow the expenditure of ARRA funds for network-related patch panels and switches. However, very recently the Construction Office has given approval for this work. The Board will recall that at last month’s meeting, the Board approved this work for the three old laboratories which are being renovated, Rooms 1306, 1439, and 1445. This Change Order requires the contractor to supply and install a patch panel and switchgear apparatus in the new science lab. The patch panels allow the network cabling to run from the lab to the server rooms. The switchgear apparatus ties the computers in the lab to the network. The cost of this Change Order is $16,720.42. Federal ARRA funds are budgeted and available to pay for this work. The State of Wyoming Construction Office has approved this Change Order.

   **Recommendation**
   
   To approve Change Order No. Five in the amount of $16,720.42 to the contract between the College and Hogan & Associates Construction Company for patch panels and switchgear for the new science lab as described above.

3. **Donation of Chair Desks to Sweetwater County School District No. One**

   This year the College replaced some old chair desks in Room 1445 on the Rock Springs campus. The old chair desks are no longer needed. Sweetwater County School District No. One has expressed interest in obtaining the old chair desks for district use. College legal counsel advises that the College can donate surplus items to another governmental entity at no cost to the governmental entity. Thirty-Seven (37) chair desks would be donated.

   **Recommendation**
   
   To donate 37 chair desks located on the Rock Springs campus to Sweetwater County School District No. One.
Trustee Boettcher made a motion to approve the Administrative recommendations on the Consent Agenda. Motion approved by vote.

C. New Business
1. Remuneration for Degree Attainment
   Ms. Mary “Lisa” Silcox has completed the course work and was awarded a Bachelor of Science in Nursing Degree on July 27, 2011. Ms. Silcox is currently employed by the College as an Instructor of Nursing. Ms. Silcox is requesting this degree be considered for additional pay due to her educational achievement necessary to meet the minimum qualifications required by the position as outlined in College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee which unanimously recommended approval and found her degree to be position related, therefore, warranting additional remuneration.

   Recommendation
   That the Board of Trustees approve additional annual compensation in the amount of $615.00 for the completion of a Bachelor of Science in Nursing for Ms. Silcox.

   Associate Vice President Budd gave an explanation of the additional remuneration. Treasurer Chadey made a motion to approve additional annual compensation for Ms. Lisa Silcox as described above. Motion approved by vote.

2. Remuneration for Degree Attainment
   Ms. Susan Bates has completed the course work and was awarded a Master of Science in Counseling on May 7, 2011. Ms. Bates is currently employed by the College as an Instructor of Psychology. Ms. Bates is requesting this degree be considered for additional pay due to her educational achievement necessary to meet the minimum qualifications required by the position as outlined in College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee which unanimously recommended approval and found her degree to be position related, therefore, warranting additional remuneration.

   Recommendation
   That the Board of Trustees approve additional annual compensation in the amount of $1640.00 for the completion of a Master of Science in Counseling for Ms. Bates.

   Associate Vice President Budd gave an explanation of the additional remuneration. Trustee Boettcher made a motion to approve additional annual compensation for Ms. Sue Bates as described above. Motion approved by vote.

3. Remuneration for Degree Attainment
   Mr. David Bodily has completed the course work and was awarded a Master of Science in Nursing Degree on May 7, 2011. Mr. Bodily is currently employed by the College as an Instructor of Nursing. Mr. Bodily is requesting this degree
be considered for additional pay due to his educational achievement necessary to meet the minimum qualifications required by the position as outlined in College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee which unanimously recommended approval and found his degree to be position related, therefore, warranting additional remuneration.

Recommendation
That the Board of Trustees approve additional annual compensation in the amount of $1640.00 for the completion of a Master of Science in Nursing for Mr. Bodily.

Associate Vice President Budd gave an explanation of the additional remuneration. Treasurer Chadey made a motion to approve additional annual compensation for Mr. Bodily as described above. Motion approved by vote.

4. Remuneration for Degree Attainment
Ms. Deanne Garner has completed the course work and was awarded a Master of Science in Nursing Degree on May 7, 2011. Ms. Garner is currently employed by the College as an Instructor of Nursing. Ms. Garner is requesting this degree be considered for additional pay due to her educational achievement necessary to meet the minimum qualifications required by the position as outlined in College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee which unanimously recommended approval and found of her degree to be position related, therefore, warranting additional remuneration.

Recommendation
That the Board of Trustees approve additional annual compensation in the amount of $1640.00 for the completion of a Master of Science in Nursing for Ms. Garner.

Associate Vice President Budd gave an explanation of the additional remuneration. Trustee Reese made a motion to approve the additional annual compensation for Ms. Garner as described above. Motion approved by vote.

5. Authorization to Proceed With Pursuing CapCon Funding & Approval
The Board is aware that for the past several weeks the system colleges have been working to submit capital construction projects to the Wyoming Community College Commission for their consideration. All seven colleges submitted at least one proposed project for funding. Western submitted two projects for general state aid funding and one project for authorization to construct, without any general state aid.

WWCC Projects Submitted For General State Aid Funding

Wellness/Athletic/Math & Science Facility Expansion
Estimated Cost: (Excluding Renovation of Wrestling & Weight Lifting Rooms For Future Math and Science Expansion, Cost To Be Determined) $5,165,829; State Aid Request: 50%
Western Education Center
Estimated Cost: (Excluding Renovation of Current Dance Studio for Future Student Success Services Programs, Cost To Be Determined) $10,913,273; State Aid Request: 50%

WWCC Project Submitted For Authorization to Construct With No General State Aid

Workforce Training Facility
Estimated Cost: $1,700,380; State Aid Request: 0%

System-wide, fourteen (14) projects were submitted for general state aid funding and four (4) projects were submitted for authorization to construct only. The total projected cost of these projects involving general state aid is $132,008,489. The total projected cost of these projects involving authorization only is $11,294,780. (Eastern Wyoming College submitted an infrastructure project which technically is not a “CapCon” project; however, they are seeking state funding, even though the project has been placed in the “Authorization Only” category.) The CapCon computer model ranked the projects for which general state aid is being sought from 1 to 14. The Commission will use these rankings as one factor to be taken into consideration in their decision making. The College Presidents will be given an opportunity at the August Commission meeting to make a presentation in support of their projects.

Western’s two projects were ranked as follows:

Wellness/Athletic/Math & Science Facility Expansion: # 3
Western Education Center: # 8

The Board of Trustees will need to make a determination as to whether or not to continue the effort to seek approval and funding for Western’s projects. The College President recommends that the Administration be given the authority to proceed with seeking general state funding for the Wellness/Athletic/Math & Science Facility Expansion project and to proceed with seeking approval only for the Workforce Training Facility. The College President recommends that WWCC not pursue state funding for the Western Education Center at this time. Discussion will obviously need to take place at the meeting regarding the priorities, funding, and so forth.

Recommendation
To authorize the Administration to proceed with seeking general state funding for the Wellness/Athletic/Math & Science Facility Expansion project and to proceed with seeking approval only for the Workforce Training Facility.

Dr. Leach gave an explanation of the projects, stating that Administration would also like to proceed with the Western Education Center, and asked that it be added to the recommendation. Dr. Leach said that potential growth appeared to have had a major impact on the rankings from the Wyoming Community College Commission. Trustee Boettcher asked for clarification on the process
of requesting state aid in capital construction. Dr. Leach said that the previous
governor had indicated that he would not support any requests for greater than
50% state funding. Dr. Leach also said that requests from other colleges were
not made public until the WCCC provided its rankings of the projects. A lengthy
discussion ensued regarding generally accepted project criteria, the ranking
process, the percentage of state aid requested and acquiring funding once
projects are approved.

Trustee Boettcher made a motion to authorize the Administration to proceed
with seeking general state funding for the Wellness/Athletic/Math & Science
Facility Expansion project and the Western Education Center at a state funding
level of 80% or greater, and to proceed with seeking approval only for the
Workforce Training Facility. Motion approved by vote.

The Human Resources Office conducted a national search in April and May to
fill the position of Instructor of Nursing in Rock Springs. The Human Resources
Office received 6 completed applications for this position. The Professional
Standards Board conducted 3 on-campus interviews. The Professional
Standards Board identified two qualified candidates for the position. The
Human Resources Office conducted another national search in June and July
to fill the Instructor of Nursing position in Rawlins. There were no applicants for
this vacancy. The Administration recommends that Shelby Williams, who was a
finalist in the April/May search, be hired for this opening. Ms. Williams holds a
Bachelor of Science Degree in Nursing from the University of Wyoming. She is
currently employed at Memorial Hospital of Sweetwater County as a registered
nurse. She has four years of nursing experience. Ms. Williams is also currently
employed at Western Wyoming Community College as part time Clinical
Nursing Instructor. Ms. Williams’ contract details would be as follows: Annual
Salary, $46,318.00 for a 9 Month Contract; Fund, Unrestricted Operating Fund;
Rank, Instructor; and Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Shelby Williams of Rock Springs,
Wyoming for the position of Instructor of Nursing for the period August 22, 2011
through May 18, 2012.

Interim Vice President Tutterrow gave an explanation of the proposed
employment contract. Secretary Eckman made a motion to offer the
employment contract to Ms. Shelby Williams as described above. Motion
approved by vote.

7. Early release from Employment Contract: Jennifer Sorensen
Ms. Jennifer Sorensen has tendered her resignation effective August 8, 2011.
Ms. Sorensen has worked for the College for 13 years as an Assistant
Professor of English. Her new contract would normally end on May 18, 2012.
Ms. Sorensen 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. Sorensen’s request.
The College has been able to cover Ms. Sorensen’s classes for the upcoming semester.

Recommendation
To approve Ms. Sorensen’s request for release from her 2011/2012 employment contract, effective August 8, 2011.

Interim Vice President Tutterrow gave an explanation of the contract release request. Secretary Eckman made a motion to approve Ms. Sorensen’s request for release from her 2011-12 employment contract, effective August 8, 2011. Motion approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
Dr. Dudley Gardner, Professor of History/Political Science and Social Science/Fine Arts Division Chair, thanked the Board for recognizing Mr. Charles Love and his contributions to WWCC.

B. Questions/Media/Public
None

C. President/Staff
Dr. Leach reported that two faculty members who had been awarded academic leave have offered to delay their leave until next year because of concerns in leaving their divisions short-staffed. The employees are Dorothy Harton and Kim Drane.

Dr. Leach reported that training had begun for supervisors, with the first session held earlier in the week. Dr. Leach said that the Student Affairs Council will be the next group to receive the training.

Dr. Leach gave an update on the Rawlins Nursing program, stating that no applications were received for the open teaching position. Dr. Leach said that other alternatives are being discussed.

Dr. Leach reported that a Board request to have the new Director of Academic Advising give a presentation during the September workshop will need to be postponed until October.

Vice President Freeze reported that she had contacted the Wyoming National Guard regarding obtaining lists of discharged military personnel for recruiting purposes. Vice President Freeze said that she was advised that lists are no longer provided due to new privacy rules. Vice President Freeze said that she then contacted WWCC’s Veteran’s Administration representative who agreed to look into the request.

Vice President Freeze reported that enrollment numbers are down slightly. Vice President Freeze reminded the Board that enrollment numbers are highly volatile during this time of year and will change. Vice President Freeze also said that the numbers of participants in workforce training programs will increase.
Associate Vice President Budd reported that WWCC has once again been recognized by the Chronicle for Higher Education as a „Great College to Work For”. Associate Vice President Budd said that WWCC was recognized in the area of compensation and benefits. Associate Vice President Budd said that the recognition is a benefit in recruiting applicants for professional positions.

Vice President Kelsey reported that the vacant „president's house” has been torn down and that a park is being created in its place. Vice President Kelsey said that the “College Hill Park” will have two covered pavilions and should be completed sometime in September.

Vice President Kelsey reported that JFC Engineers had been retained to study WWCC’s boundary lines in order to identify any „stray” sections of land similar to the small section adjacent to the Southwest Counseling building. Vice President Kelsey said that the map will be completed in October or November.

Dr. Leach stated that the September Board workshop would consist of dinner with the new employees, the state of the college address, a tour of ARRA projects and Courtyard #2.

D. Trustee Questions/Topics
President Roth asked for an update on residence hall numbers. Vice President Freeze said that Aspen Mountain Hall is at 98% capacity, and the other residence halls are all over 90% capacity. Vice President Freeze said that Teton Hall is the only exception. Vice President Freeze said that Teton Hall is being utilized for married student housing and housing for students over 25 years old. Vice President Freeze said that Teton Hall is at 60% of capacity.

President Roth asked the Board members to allow him to delegate voting rights to Board members attending the upcoming WACCT meeting. Trustee Reese made a motion to authorize President Roth to delegate voting rights for the upcoming meeting. Motion approved by vote.

Trustee Boettcher commended WWCC’s Athletic Director, Dr. Lu Sweet, on her dedication to the Mustang Booster Club. Trustee Boettcher said that she had personally visited each member of the booster club and he believes that one on one interaction will have a positive effect on the club.

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

F. Executive Session - Legal/Personnel
President Roth asked if an Executive Session would be necessary. Dr. Leach said no.

VII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 18 6:00 p.m.</td>
<td>All Faculty &amp; Staff Picnic Crossroads West Park</td>
</tr>
<tr>
<td>Aug. 24</td>
<td>Classes Begin</td>
</tr>
</tbody>
</table>
Sept. 5  WWCC Holiday – Offices Closed
Sept. 8  6:00 p.m.  Regular Board of Trustees Workshop
            Room 3071
Sept. 8  7:15 p.m.  Regular Board of Trustees Meeting
            Room 3060
Sept. 13  4:00 p.m.  WACCT Trustee Education
             A-102
Oct. 12-15  ACCT Leadership Congress
            Dallas, TX
Oct. 13  6:00 p.m.  Regular Board of Trustees Workshop
             Room 3071
Oct. 13  7:15 p.m.  Regular Board of Trustees Meeting
             Room 3060
Oct. 14  WWCC Holiday – Offices Closed

VIII.  ADJOURNMENT
       Having no further business to act on, President Roth adjourned the regular meeting at 8:58 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