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, November 10, 2011, in Board Room 3060, Rock Springs Campus, President James Roth presiding.

   B. Approval of Agenda
      1. Trustee Boettcher made a motion to approve the Consent and Regular Agendas as presented. Motion approved by vote.

II. REPORTS
   A. Associated Student Government
      Mr. A.J. Bixler, ASG Vice President, gave the Board a brief update on the activities of the group. Mr. Bixler reported that recent and upcoming events include a blood drive, a pool party, a showing of Harry Potter films, and a fundraiser for the Boys and Girls Club. President Roth asked how the Halloween haunted house turned out. Mr. Bixler said that the event was very successful and that ASG raised more than $700. The Board thanked Mr. Bixler for his report.

   B. Paraprofessional Association
      Ms. Lori Paulson, Paraprofessional Association President, gave the Board a brief update on the activities of the group. Ms. Paulson gave a belated thank you to the Board for the Performance Incentive Awards. Ms. Paulson reported that a Halloween bake sale raised $374 which will be used for the Para Pantry. Ms. Paulson explained that the Para Pantry provides a box of food for each student who stays in the residence halls over the Christmas break. Ms. Paulson said that the current fundraiser, the annual Para Pie Sale, will provide funding for the organization to adopt needy children
from the ‘Tree of Sharing’ for Christmas. The Board thanked Ms. Paulson for her report.

C. **WWCC Senate**
   Mr. Perry Ninger, Instructor of Business, gave the Board a brief report on the activities of the WWCC Senate. Mr. Ninger said that the innovative teaching forums continue and have been very successful. Mr. Ninger also said that the Senate is working on editing the policies and procedures that pertain to them to address issues with consistency between policy and actual practice. The Board thanked Mr. Ninger for his report.

D. **Registration and Records**
   Ms. Kay Leum, Registrar, gave the annual report for the Registration and Records department. Ms. Leum said that only four weeks remain in the Fall semester. Ms. Leum said that the new ACE-IT center is fully operational, and that an online option for new student orientation will be in use by January. Ms. Leum reported that catalog management software had been purchased and would be implemented soon. Ms. Leum gave a brief update on enrollment figures, stating that the midterm enrollment figures were ‘flat’ but that FTE’s were up by 1.5% at midterm. Trustee Plant asked what percentage of the total student FTE is represented by students attending outreach centers. Ms. Nancy Johnson, Director of Distance Education, stated that approximately 7% of WWCC’s total FTE’s come from outreach students. The Board thanked Ms. Leum for her report.

E. **Distance Education**
   Ms. Nancy Johnson, Director of Distance Education, gave the annual report for the department. Ms. Johnson reported that Blackboard 9.1 will be implemented during the Christmas break. Ms. Johnson said that several trainings have been held and that the training uses a hosted server which allows instructors to use their own courses for the training. Ms. Johnson reported that the Evanston outreach program continues to grow. Ms. Johnson said that the outreach center has 3 full-time employees that serve 143 full-time and 359 part-time students. Ms. Johnson went on to say that outreach and internet offerings now account for 33% of all FTE’s. A short discussion ensued regarding the implementation of Blackboard 9.1. The Board thanked Ms. Johnson for her report.

F. **Residence Halls and Student Life**
   Mr. Dustin Conover, Director of Residence Halls and Student Life, gave the annual report to the Board for the department. Mr. Conover reported that Aspen Mountain Hall is at 81% of full capacity and that all students living in the residence hall seem to enjoy it. Mr. Conover reported that all residence halls combined are at 82% of capacity. Mr. Conover said the open residence hall director position at Aspen Mountain Hall had been filled. Mr. Conover gave praise to the current members of the Associated Student Government, saying that all 22 positions in ASG are filled and that the group is energetic and has good leaders. Mr. Conover reported that 629 people had attended the Haunted House at Aspen Mountain Hall. Mr. Conover also said that he believes the community has an expectation for the Haunted House to become an annual event. Mr. Conover reported that Teton Hall, which was converted to married and older student housing, has 45 students residing in the building. Mr. Conover also reported
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that WWCC had hosted the annual Wyoming Student Leadership Conference, saying that the event was very successful. The Board thanked Mr. Conover for his report.

III. MINUTES
A. Approval

Secretary Eckman made a motion to approve the minutes of the October 20, 2011 meeting as presented. Motion approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers

Acting Treasurer Boettcher moved to ratify the Clearing Accounts as designated in the amount of $2,549,449.68 and the Electronic Transfers as designated in the amount of $448,614.53 for a grand total ratification of $2,998,064.21. 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>245391 through 245971</td>
<td>$1,599,920.88</td>
</tr>
<tr>
<td>Payroll</td>
<td>157338 through 157854</td>
<td>$295,781.64</td>
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<tr>
<td>Advices</td>
<td>022462 through 022652</td>
<td>$653,747.16</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
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<td>$2,549,449.68</td>
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</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>$302,204.96</td>
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<tr>
<td>A/C# 147497000116</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>
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</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
<td>$146,409.57</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
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**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>0.00</td>
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</tbody>
</table>

**Investment Transfers**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$448,614.53</td>
</tr>
</tbody>
</table>

| Total Electronic Funds Transfers | $448,614.53 |
| GRAND TOTAL FOR BOARD RATIFICATION | $2,998,064.21 |

(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. Increase in Health Insurance Contribution for Early Retirees
   The College’s Voluntary Early Retirement policy provides that the College will pay for single health insurance premiums for early retirees to the same extent as paid to full time employees. Effective January 1, 2012, the health insurance premiums for all state employees are increasing. At the current time, the State of Wyoming pays 85% of the premium and the employee is required to pay 15%. However, for early retirees, unlike employees, the state does not reimburse the colleges; the colleges have to pay for this coverage if they choose to have an early retirement program with this benefit. Effective January 1, 2012, the monthly premium for single health insurance coverage for early retirees will be $882.98. (The premium payment is effective with the December, 2011 payroll.) The current premium is $869.17. The premium increased by about 1.6%. This compares to the 18.1% increase last year. The policy provides that the College will pay 85% of the current premium, or $750.53.

   Recommendation
   To increase the monthly contribution for single health insurance premiums for early retirees to $750.53, effective with the December 31, 2011 payroll.

Trustee Boettcher made a motion to accept the Administrative recommendations on the consent agenda. Motion approved by vote.

C. New Business

1. Removed from Agenda prior to Meeting

2. Resolution to Pursue Board of Cooperative Education Services with Carbon County School District No. 2
   In 2009, Carbon County Higher Education Center (CCHEC) in Rawlins proposed a joint BOCHES resolution with Carbon County School District No. 2 (CCSD#2) and Western Wyoming Community College (WWCC). After investigating the proposed BOCHES arrangement CCSD#2 has determined that a BOCES agreement directly with WWCC would be most beneficial in establishing cooperative education services for their students and community. Attached is the October 27, 2009 resolution, which is slated to be canceled by the board of CCSD#2. The attached resolution is to be proposed to the CCSD#2 board to ‘express its desire to form a BOCHES’ and initiate work between CCSD#2 and WWCC to negotiate the necessary documents to form the BOCHES.

   Recommendation
   To recognize the planned dissolution of the resolution signed October 27, 2009; and authorize the Administration to begin negotiations and create documents to establish a board of cooperative education services with Carbon County School District #2.

   Dr. Leach gave a brief explanation of the proposed BOCHES. Secretary Eckman stated that while Carbon County School District #1 BOCES has helped tremendously, the way funds are collected and distributed has created problems. Secretary Eckman made a motion to recognize the planned
dissolution of the previous resolution and authorize Administration to being negotiations to create a BOCHES with Carbon County School District #2. Motion approved by vote.

VI. INFORMATION/PROPOSALS

A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   None

D. Trustee Questions/Topics
   Trustee Plant asked if the planners for the High School Rodeo finals have requested any housing accommodations from WWCC. Dr. Leach said that she would check.

   Trustee Plant asked for an update on WWCC’s proposed Capital Construction projects that were submitted to the WCCC. President Roth stated that the Governor has not given a response to the funding requests and that after a reorganization of the projects submitted from all the community colleges, WWCC’s highest ranked project was 6th on the list. President Roth said that the WCCC will only be recommending six projects. President Roth said that the requested funding for those projects would include $9 million in planning costs and $43 million in actual construction costs.

   Trustee Plant asked if a request from the Governor requiring all state agencies to cut their budgets by an additional 5-8% had hit WWCC yet. Vice President Kelsey stated that the request deals with budgets for the 2013 fiscal year.

   President Roth reminded the Board members that the WACCT Wyoming Summit on Community Colleges has been rescheduled for December 6, 2011 in Cheyenne. President Roth also asked that the December Board meeting be rescheduled for Wednesday, December 7. Trustee Boettcher made a motion to move the December Board meeting to December 7. Motion approved by vote.

   President Roth read a letter from the members of the Horizontal Advancement Committee asking for the numbers of Horizontal and Rank Advancement awards budgeted in coming years remain at least at the 10 awards that were funded this year.

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>
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<tbody>
<tr>
<td>Nov. 24-25</td>
<td>WWCC Holiday – Offices Closed</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Classes End</td>
</tr>
<tr>
<td>Dec. 8-Dec 7 6:00 p.m.</td>
<td>Regular Board of Trustees Workshop Room 3071</td>
</tr>
<tr>
<td>Dec. 8-Dec 7 7:15 p.m.</td>
<td>Regular Board of Trustees Meeting Room 3060</td>
</tr>
<tr>
<td>Dec. 22 – Jan. 2</td>
<td>Campus Closed</td>
</tr>
<tr>
<td>Jan. 12 6:00 p.m.</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td>Jan. 12 7:15 p.m.</td>
<td>Regular Board of Trustees Meeting</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>WWCC Holiday – Offices Closed</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>WWCC Winter Party - Tentative</td>
</tr>
</tbody>
</table>

VIII. ADJOURNMENT

Having no further business to act on, President Roth adjourned the regular meeting at 8:26 p.m.

NOTE: Additional information (tapes and/or addenda) from this meeting is available in the Board Office.

Above recorded by:

_____________________________
Kandy Frink

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WWCC Board President

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WWCC Board Secretary