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 7:52 p.m., Wednesday, December 7, 2011 in Board
      Room 3060, Rock Springs Campus, President James Roth presiding.

   B. Approval of Agenda
      1. Secretary Eckman made a motion to accept both the Consent and Regular
         Agendas as presented. Motion approved by vote.

II. REORGANIZATION/ELECTION
   A. Election of Board Officers
      Trustee Boettcher made a motion to nominate Shannon Honaker as Board President,
      Hearing no further nominations, President Roth asked for a vote on the motion. The
      motion was approved by vote. Trustee Honaker took her place as Board President.

      Trustee Plant made a motion to nominate James Roth as Board Vice President.
      Hearing no further nominations, President Honaker asked for a vote on the motion.
      The motion was approved by vote.

      Trustee Eckman made a motion to nominate Lynne Chadey as Board Secretary.
      Hearing no further nominations, President Honaker asked for a vote on the motion.
      The motion was approved by vote.

      Trustee Plant made a motion to nominate Bob Reese as Board Treasurer. Hearing no
      further nominations, President Honaker asked for a vote on the motion. The motion
      was approved by vote.
B. **Setting Board Calendar for 2012**
Dr. Leach recommended that the regular Board meetings be held on the second Thursday of each month, with an exception for the state mandated budget meeting to be held on the third Wednesday of July. Trustee Eckman made a motion to hold the regular Board meetings on the second Thursday of each month, with an exception for the state mandated budget meeting to be held on the third Wednesday of July. The motion was approved by vote.

D. **Selection of Official Newspaper**
Dr. Leach recommended that the Rock Springs Rocket Miner be selected as the official newspaper as it has the highest circulation in the area and is the closest to a daily newspaper as is available. Trustee Eckman made a motion to select the Rocket Miner as the official newspaper. The motion was approved by vote.

E. **Board Assignments**
President Honaker asked that all Board assignments remain in place until she has had an opportunity to review those assignments. Trustee Eckman made a motion to table the Board assignments until the January meeting. Motion approved by vote.

III. **REPORTS**
A. **Award Recognition – Tracey Hind**
Dr. Leach explained that Mr. Tracey Hind, Instructor of Automotive Technology, had been recognized for his efforts in renewing the National Automotive Technicians Education Foundation (NATEF) accreditation for the Automotive program. Mr. Hind explained that NATEF is the most reputable accrediting agency for automotive programs and that WWCC is one of only two community colleges in Wyoming to have the accreditation. President Honaker commended Mr. Hind on setting high expectations for the program and also making required, but normally difficult, changes. Trustee Plant asked if the automotive program included converting gasoline engines to compressed natural gas. Mr. Hind explained that most vehicles cannot be converted but that part of the automotive course does include maintaining CNG fueled vehicles. Mr. Hind said that he is the only certified safety inspector for CNG vehicles in the state. Secretary Chadey said that it is exciting to be on the leading edge of technology for the program.

B. **Associated Student Government**
Mr. Casey Terrell, ASG President, gave a brief update on the activities of the group. Mr. Terrell thanked the Board for the opportunity to attend the recent Community College Summit hosted by the WACCT, saying that it was a great experience. President Roth complimented Mr. Terrell on his presentation, saying that he exhibited a level of maturity not often seen in traditional age students. Secretary Chadey echoed President Honaker’s comments. Mr. Terrell went on to say that recent events included a magician/mentalist and a winter carnival. Mr. Terrell said that both were well attended and that the winter carnival raised over $700 that will be donated to the Boys and Girls Club. Mr. Terrell said that Spring events include a ski trip, a formal dance, and a United Way fundraiser. Mr. Terrell also said that Teton Gravity Research, an extreme sport production company, plans to film sections of a new video on WWCC’s campus. Mr. Terrell said that he sends out a weekly quote to all ASG members as part of the goals he has set for himself as ASG President to ‘encourage the heart’ of ASG members. Trustee Plant asked how many clubs had been chartered through the ASG.
Mr. Terrell said that there are 15 chartered clubs on campus. The Board thanked Mr. Terrell for his report.

C. Paraprofessional Association
Ms. Lori Paulson, Paraprofessional Association President, gave a brief report on the activities of the group. Ms. Paulson reported that the association had nominated Ms. Janet Johnson for the annual WACCT ‘Classified Staff of the Year’ award and the nomination had been submitted. Ms. Paulson thanked the Board members for their support of the annual pie sale, stating that the proceeds from the sale allowed the Paraprofessional Association to ‘adopt’ 4 children from the Tree of Sharing. Ms. Paulson reported that the annual Para Pantry would be taking donations through December 14 with the boxes of food delivered to students during the week of December 19. Dr. Leach commented that Ms. Paulson and her husband had pulled WWCC’s trailer in the annual Christmas Parade. The Board thanked Ms. Paulson for her report and for her efforts on behalf of WWCC.

D. WWCC Senate
Ms. Nish Ferrero, Instructor of Spanish, gave a brief update on behalf of the WWCC Senate. Ms. Ferrero reported that the Senate continues its work to revise policy 4220 and the revision suggestions have been forwarded to Associate Vice President Budd. Ms. Ferrero said that the annual winter party will be on February 3, 2012 at the Santa Fe Trail Restaurant. Ms. Ferrero said that the event will include Texas Hold ‘Em and a live band. Vice President Roth thanked Ms. Ferrero for the Senate’s efforts on the policy revisions. Ms. Ferrero stated that the work had been quite enlightening.

E. Social Science/Fine Arts
Mr. Dudley Gardner, Division Chair for the Social Science and Fine Arts Division, gave the annual report for the division. Mr. Gardner referred the Board members to the report summary included in their packets. Mr. Gardner highlighted several items in each program area. Trustee Plant said that he would like to see a full-time historian in the division. Mr. Gardner replied that he had already requested the additional position. President Honaker asked for clarification on tools used for assessment in the division, including whether pre and post course testing is being done. Mr. Gardner said that pre and post course testing depends on the course but that the Government courses do conduct such testing. The Board thanked Mr. Gardner for his report.

F. Marketing and Public Relations
Ms. Allyson Cross and Ms. Anna McClure presented the annual report to the Board for Marketing and Public Relations. Ms. Cross said that marketing is a campus wide effort with new plan developed each year. Ms. Cross said that policies and procedures regarding social media will need to be formed to ensure that Western’s image is accurately and positively reflected on all fronts. Ms. McClure reported that the digital signage system around campus can be used as an emergency communication avenue. Ms. McClure also said that WWCC’s Facebook page now has 1000 fans. Vice President Roth asked for clarification on using the digital sign system as an emergency notification tool. Ms. Cross said that the system’s primary use is marketing although it does have the capability to be used as a communication medium. Vice President Freeze added that Mustang Cruiser is used as an emergency notification tool and that the new fire alarm system has speech capability. Trustee Boettcher
commented that while he loves the digital sign on College Drive, he would appreciate having the city relocate their way-finding sign that is blocking the majority of the digital sign. Trustees Eckman and Plant commended the department on their efforts. President Honaker stated that the development of social media policies and procedures should have some Board involvement. The Board thanked Ms. Cross and Ms. McClure for their report.

G. Grant Information
Ms. Brandi Moore, Business/OIS Division Chair, gave the Board a brief explanation of a grant proposal that has been submitted. Ms. Moore said that the ‘TAA CCCT’ grant could provide as much as $817,000 for WWCC to participate in innovative teaching techniques in everything from core coursework to industry programs. Vice President Roth asked for a written summary of the grant and its requirements for information purposes. The Board thanked Ms. Moore for the information.

IV. MINUTES
A. Approval
1. Trustee Boettcher made a motion to accept the minutes of the November 10, 2011 meeting as presented. Motion approved by vote.

V. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Reese moved to ratify the Clearing Accounts as designated in the amount of $3,151,953.98 and the Electronic Transfers as designated in the amount of $372,412.26 for a grand total ratification of $3,524,366.24. 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>
<td>245972 through 246443</td>
<td>$2,189,032.04</td>
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<tr>
<td>Payroll</td>
<td>157855 through 158433</td>
<td>$299,953.92</td>
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<td>Advices</td>
<td>022653 through 022845</td>
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<td>Total – All Clearing Account Warrants</td>
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<td>$3,151,953.98</td>
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Electronic Funds Transfers

**Payroll Tax Payments to I.R.S.**

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<tr>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYM</td>
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**Credit Card Payments to US Bank Corporate Payment System**

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<th>From</th>
<th>To</th>
<th>Amount</th>
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<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
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<td>A/C# 147497000116</td>
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**Bank to Bank Transfers**

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<th>From</th>
<th>To</th>
<th>Amount</th>
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</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**

0.00

Total Electronic Funds Transfers $372,412.26
VI. RECOMMENDED ACTION

A. Old Business
None

B. Consent Agenda
1. Increasing the FY 2011-12 Federal Fund Budget
   From time to time, it is necessary to increase the Federal Fund budget due to additional revenues. The following Federal grant budgets need to be increased.

   - Montrose $15,250
   - Gear-Up $14,108
   - Perkins $ 1,063
   - Weatherman $24,000
   - Total: $54,421

   Recommendation
   To increase the FY 2011-12 Federal Fund budget by $54,421 as outlined above.

   Vice President Roth made a motion to accept the recommendation from Administration on the Consent Agenda. Motion approved by vote.

C. New Business
1. Acceptance of the FY 2010-11 Audit Report
   Each year the College is required by law to have a CPA firm perform an audit of the College’s financial transactions and related matters. The Board of Trustees has a contract with the firm Hansen, Barnett, and Maxwell to perform audit services for the fiscal year ending June 30, 2011. The audit has been completed. The Board participated in a workshop prior to the meeting to consider the auditor’s findings. The Board Audit Committee met on November 21st, 2011 to discuss the audit with management and with representatives of Hansen, Barnett, and Maxwell. (Board members Lynne Chadey, Audit Committee Chair, and Jim Roth were in attendance; Trustee Honaker was unable to attend.) Included in the addendum is the Administration’s response to the audit, the letter to the Board of Trustees and the letter to management. The Board needs to take action to accept the Audit Report.

   Recommendation
   To accept the FY 2010-11 Audit Report as presented and to direct the Administration to address the two recommendations set forth in the management letter.

   Treasurer Reese gave a brief explanation of the audit report and made a motion to accept the FY 2010-11 Audit Report as presented and to direct the
Administration to address the two recommendations set forth in the management letter. Motion approved by vote.

2. Employment Contract 2011-2012
The Human Resources Office conducted a national search in September and October 2011 to fill the position of Systems Administrator. The Human Resources Office received 6 completed applications for this position. The Professional Standards Board conducted 1 on-campus interview. The Professional Standards Board recommends that Stephanie Tolman be hired for the position. Ms. Tolman holds an Associate of Science Degree from Western Wyoming Community College and a Bachelor of Science degree in Technical Management-Computer Information Systems from Devry University. Ms. Tolman is currently employed by Sweetwater County School District #1 as an Integration Specialist. She has held this position for 4.5 years. Prior to this, she was a Technology Specialist I at Sweetwater School District #1 for 1.5 years. Ms. Tolman’s contract details would be as follows: Annual Salary, $57,983.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; and Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Stephanie Tolman of Rock Springs Wyoming for the position of Systems Administrator for the period December 8, 2011 through June 30, 2012.

Associate Vice President Budd gave a brief explanation of the employment contract. Trustee Eckman made a motion to offer an employment contract to Ms. Stephanie Tolman as described above. Motion approved by vote.

3. Early release from Employment Contract: Mary Lisa Silcox
Mary Lisa Silcox has tendered her resignation effective December 15, 2011. Ms. Silcox has worked for the College for one semester as a full time Instructor of Nursing in Evanston, Wyoming. Her current contract ends on May 18, 2012. Ms. Silcox 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. Silcox’s request.

Recommendation
To approve Ms. Silcox’s request for release from her 2011-2012 employment contract effective December 15, 2011.

Interim Vice President Tutterrow gave a brief explanation of the contract release request. Secretary Chadey made a motion to approve the request. Motion approved with Treasurer Reese, Trustee Boettcher and Trustee Plant voting “Nay”.

A short discussion ensued regarding impacts to students in the Nursing program and how to incorporate more enforceable stipulations in the employment contracts and other legal issues. Vice President Roth said that Administration needs to consider dramatic measures to attract and retain qualified nursing instructors, including a hiring bonus or other incentives.
Trustee Boettcher stated that losing nursing instructors in the middle of an academic year damages the institution.

4. **Employment Contract 2011-2012**

In November 2010, Ken Fitschen, vice president of student learning announced his retirement from Western Wyoming Community College. The Human Resources Office conducted a national search in February and March 2011 to fill the position. The first two searches did not result in a suitable pool of candidates for the position. The Human Resources Office conducted a third national search commencing in September, 2011 to fill the position of vice president for student learning. The Human Resources Office received 23 completed applications for this position. The Professional Standards Board conducted 6 telephone interviews and 3 on-campus interviews. The Professional Standards Board recommends that Chris Breitmeyer be hired for this position. Mr. Breitmeyer holds a Bachelor of Science Degree in Biology from Illinois State University, a Master of Science Degree in Zoology from Arizona State University and is ABD in Ecological Genetics also from Arizona State University. Mr. Breitmeyer is currently employed as the Dean of the Math and Science Division at Saint Charles Community College in Cottleville, Missouri. He has held this position for 3.5 years. Prior to this, he employed as the Science Department Chair/Faculty member at Yavapai College in Clarksdale, Arizona for 10 years. Mr. Breitmeyer taught full-time as a biologist and implemented the first online science classes at Yavapai College. Mr. Breitmeyer’s contract details would be as follows: Annual Salary, $106,000.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; and Column Placement, N/A.

**Recommendation**

To offer an employment contract for the position of Vice President of Student Learning to Mr. Chris Breitmeyer of Brentwood, Missouri for the period January 9, 2012 through June 30, 2012.

Dr. Leach gave a brief explanation of the proposed employment contract. A short discussion ensued regarding releasing information to other employees for employment contract offers that have not been approved by the Board of Trustees. Trustee Eckman made a motion to offer an employment contract to Mr. Chris Breitmeyer as described above. Motion approved by vote with Vice President Roth voting “Nay”.

VII. INFORMATION/PROPOSALS

A. **Visiting Delegations**

None

B. **Questions/Media/Public**

None

C. **President/Staff**

Interim Vice President Tutterrow thanked the Board for allowing her to serve WWCC and its students, saying that it was an honor and a privilege. Mr. Dudley Gardner commended Ms. Tutterrow for her outstanding leadership. Vice President Roth
suggested that Administration draft a resolution commending Ms. Tutterrow for her service.

Dr. Leach reported that WWCC had been selected as a finalist for the Bellwether Award. Dr. Leach explained that a presentation would have to be conducted for a judging panel in late January. Several Trustees indicated interest in attending.

D. Trustee Questions/Topics
Vice President Roth said that he would like to have Administration arrange a training session for all employees during Spring break and would like to have Northwest College Trustee LaPlante give his presentation. President Honaker said that such a session would be well worth the time. Dr. Leach said that Governor Mead has agreed to give a presentation during the Spring semester and that she would like to hold the two presentations on the same day. President Honaker cautioned against scheduling two important presentations for the same day, saying that one would most certainly overshadow the other.

A short discussion ensued regarding Board member attendance at, and value of, the annual ACCT National Legislative Summit.

Trustee Plant thanked Trustee Boettcher for his help and insight on the history and dynamics of the Uinta County School Dist. #1 BOCES.

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

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

VIII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Dec. 15</td>
<td>Board of Trustees Special Workshop</td>
</tr>
<tr>
<td></td>
<td>Computer Training</td>
</tr>
<tr>
<td></td>
<td>Room 3060</td>
</tr>
<tr>
<td>Dec. 22 –</td>
<td>Campus Closed</td>
</tr>
<tr>
<td>Jan. 2</td>
<td></td>
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<tr>
<td>Jan. 12</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Board Conference Room 3071</td>
</tr>
<tr>
<td>Jan. 12</td>
<td>Regular Board of Trustees Meeting</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td>Board Room 3060</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>
<tr>
<td>Feb. 9</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Board Conference Room 3071</td>
</tr>
<tr>
<td>Feb. 9</td>
<td>Regular Board of Trustees Meeting</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td>Board Room 3060</td>
</tr>
<tr>
<td>Feb. 13-16</td>
<td>ACCT National Legislative Summit</td>
</tr>
<tr>
<td></td>
<td>Washington, D.C.</td>
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</table>
IX. ADJOURNMENT

Having no further business to act on, President Honaker adjourned the regular meeting at 10:03 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