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 7:41 p.m., Thursday, January 12, 2012 in Board Room 3060, Rock Springs campus, President Shannon Honaker presiding.

B. Approval of Agenda
   1. Trustee Eckman made a motion to add an action item to change the date of the February Board meeting, and to approve both the consent and regular agendas as revised. Motion approved by vote.

II. REPORTS
A. Paraprofessional Association
   Ms. Lori Paulson, Paraprofessional Association President, gave a brief report on the activities of the group. Ms. Paulson reported that the annual Para Pantry effort provided 82 boxes of food for students on campus during the winter break. Ms. Paulson said that Kathy Mattinson spearheaded the effort, including working with area retailers to receive additional discounts. Ms. Paulson said that the event was well organized and provided more food than in the past. Ms. Paulson also reported that Mr. Gary Collins from Memorial Hospital offered to provide each student with one meal per day during the winter break after seeing pictures of the event posted on WWCC’s Facebook page. Ms. Paulson reported that Relay for Life is kicking off its yearly effort and that the event would be held on campus this year. Ms. Paulson said there is the possibility that the event will be held on campus permanently. President Honaker said that she was extremely excited about the partnership with the hospital. The Board thanked Ms. Paulson for her report.
B. University of Wyoming

Mr. Troy Archuleta, University of Wyoming Academic Coordinator, gave the annual report for the UW Outreach center located on campus. Mr. Archuleta thanked the Board for the opportunity to present and thanked them for the support and cooperation provided, including assistance with local commencement activities. Mr. Archuleta said that 230 students were served through the Outreach office and that the Outreach would not exist without WWCC graduates. Mr. Archuleta also said that 8 WWCC faculty and staff members received a degree from UW in the past year. The Board thanked Mr. Archuleta for his report.

Seeing Mr. Charles Love in the audience, President Honaker invited him to speak.

C. Collection Cataloguing effort Update

Mr. Love thanked the Board for the opportunity to update them on his efforts to catalogue the collection as directed by the Board. Mr. Love reported that he has hired an assistant and that they have been working on a video catalog of the items. Mr. Love said that the video explains the origin, value and history of each item. Mr. Love estimates that he has catalogued approximately 15% of the collection. Mr. Love also said that while he would have to have agreement from his siblings, he would be interested in donating his father’s collection of specimens to the college but is concerned about the safety of some of the items such as loose gems, gold dust and similar items. Mr. Love said that if the family agrees to donate the collection, an agreement outlining WWCC responsibilities would need to be formed. Trustee Boettcher asked if Mr. Love knew of any individuals that would be qualified to give an appraisal of the collection. Mr. Love said that he would be able to locate an appraiser although it might be expensive. Treasurer Reese asked if any items were needed to complete the college owned collection. Mr. Love said that one more dinosaur of the duck billed types is needed to complete the collection. The Board thanked Mr. Love for his update.

President Honaker took the opportunity to present outgoing Board President James Roth with a plaque and thanked him for his service to the college, the Board and the community.

Recess to Executive Session

Trustee Eckman made a motion to recess the meeting to enter into Executive Session for personnel issues. The motion was approved by vote and the meeting was recessed at 8:00 p.m.

Reconvene Regular Meeting

Trustee Eckman made a motion to reconvene the regular meeting at 8:53 p.m. Motion approved by vote.

III. MINUTES

A. Approval

1. Secretary Chadey made a motion to accept the minutes of the December 7, 2011 meeting as presented. Motion approved by vote.
IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers

Treasurer Reese moved to ratify the Clearing Accounts as designated in the amount of $2,985,086.11 and the Electronic Transfers as designated in the amount of $477,437.67 for a grand total ratification of $3,462,523.78. Motion approved by vote.

<table>
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<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
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<tr>
<td>Vouchers</td>
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<td>Payroll</td>
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<td>Advices</td>
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<td>Total – All Clearing Account Warrants</td>
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Electronic Funds Transfers

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

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*Credit Card Payments to US Bank Corporate Payment System*

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<tr>
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</table>

*Bank to Bank Transfers*  
0.00

*Investment Transfers*  
0.00

Total Electronic Funds Transfers  
$477,437.67

**GRAND TOTAL FOR BOARD RATIFICATION**  
$3,462,523.78

(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. Wyoming Higher Education Statewide GEAR UP Grant Approval

The GEAR UP Grant was renewed in September 2011 as a seven year statewide grant that is re-approved annually based upon successful progress of the program and use of the grant dollars. We have been granted continued approval from the State GEAR UP Grant Manager and the Federal Program Officer. This is the first year in the new seven-year grant cycle of this program. This program serves students from 7th grade through the freshman year of college. The grant has changed to serve 375 students in our program across the five-county service area. We have outstanding employees throughout our service area and are pleased with the support and interest we have received from the school districts. A new Gear UP coordinator has been offered the
position and should become familiar with the program very quickly. We are looking forward to another year of activity and involvement for students and their parents. For FY12, WWCC still has the largest program in the State and will continue to serve our five-county service area. The allocated budget for WWCC for this year is $465,750.

Recommendation
That the Board accept funds for the WWCC GEAR UP Program of $465,750 and grant authority to spend the monies for purposes as specified in the grant and increase the federal fund by $465,750.

2. Mustang Booster Club Donations Transfer to Foundation to Create the Western Wyoming Community College Athletic Booster Endowment Fund.
We have been working on a project for a couple of years to transfer some of the dollars that have accumulated in the Mustang Booster Club over the past five years to the Foundation to provide the seed money for an endowment for athletics and to gain the State match for the money. This has been discussed by both the Foundation Board and the WWCC Board of Trustees prior to moving forward with the plan. The Trustees discussed the topic in detail at the December workshop. The Declaration of Gift was created and reviewed and approved by the College attorney. Funds were identified that have come into the booster club through donations during the last five years and would be eligible for State match. These funds will be transferred to the Foundation to create the endowment where earning will be used to support Mustang Athletics. At this point, sufficient dollars are being retained by the College to cover annual scholarship allocations for the teams. At some future point, when income reaches a level to support the annual scholarships, all dollars could be moved to the Foundation.

Recommendation
To approve the administration’s recommendation to request the creation of the Mustang Athletic Booster Endowment Fund and transfer $75,000 in seed money to create the account.

Trustee Boettcher made a motion to accept the recommendations from Administration on the consent agenda. Motion approved by vote with Vice President Roth voting ‘nay’.

C. New Business
1. Change Date for February Board Meeting – Added at Meeting
Trustee Eckman made a motion to change the February Board meeting to February 7 rather than February 9. Motion approved by vote with Trustee Boettcher voting ‘nay’.

The Human Resources Office conducted a national search in October and November to fill the position of Workforce Development Operations Coordinator. The Human Resources Office received 22 completed applications for this position. The Professional Standards Board conducted 4 on-campus
interviews. The Professional Standards Board recommends that Margaret Bartlett be hired for the position. Ms. Bartlett holds a Bachelor of Science degree in Business Administration from the University of Wyoming. Margaret is currently employed at Western Wyoming Community College as the Workforce Development Assistant. She has held this position for ten years. Ms. Bartlett’s contract details would be as follows: Annual Salary, $50,556.00 for a 10 month contract; Fund, One Mill; Rank, N/A; and Column Placement, Column II.

**Recommendation**

Associate Vice President Budd gave an explanation of the proposed employment contract. Secretary Chadey made a motion to offer an employment contract to Ms. Margaret Bartlett as described above. Motion approved by vote.

3. **Employment Contract 2011-2012, GEAR UP Coordinator**
The Human Resources Office conducted a national search in October and November to fill the position of GEAR UP Coordinator. The Human Resources Office received 23 completed applications for this position. The Professional Standards Board conducted 3 on-campus interviews. The Professional Standards Board recommends that Nicole Castillon be hired for the position. Ms. Castillon holds an Associate of Science Degree in Business Administration from Snow College in Ephraim, Utah and a Bachelor of Science Degree in Business Administration from Southern Utah University in Cedar City, Utah. Ms. Castillon is currently employed at Western Wyoming Community College as the Employment Success Advisor. She has held this position for over one year. Ms. Castillon’s contract details would be as follows: Annual Salary, $66,037.00 for a 12 Month Contract; Fund, Grant Fund; Rank, N/A; and Column Placement, Column II.

**Recommendation**

Vice President Freeze gave an explanation of the proposed employment contract. Trustee Eckman made a motion to offer an employment contract to Ms. Nicole Castillon as described above. Motion approved by vote.

4. **Release from Employment Contract: Mr. Chris Breitmeyer**
At the December meeting of the Board of Trustees, the Administration recommended that Mr. Chris Breitmeyer be extended an employment contract to serve as the Vice President for Student Learning. The Board approved the recommendation and voted to extend the contract offer to Mr. Breitmeyer. On December 30, 2011, the College President received an e-mail from Mr. Breitmeyer rescinding his acceptance of the position due to family and professional considerations. He did sign the employment contract. In the email, he indicated that he will be sending the Board a letter asking to be
released from his contract. Mr. Breitmeyer was to start his WWCC employment on January 9, 2012. Under the circumstances, the Administration supports Mr. Breitmeyer’s request for a release from his 2011-12 employment contract.

**Recommendation**

To approve Mr. Chris Breitmeyer’s request for a release from his 2011-12 employment contract.

Dr. Leach gave an explanation of the contract release request. Trustee Plant made a motion to approve Mr. Breitmeyer’s request as described above. Motion approved by vote with Vice President Roth and Treasurer Reese voting ‘nay’.

5. **Employment Contract 2011-2012, Interim Vice President of Student Learning**

Chris Breitmeyer has rescinded the acceptance of the Vice President for Student Learning employment offer. The Administration is recommending that an interim Vice President be appointed until a full time replacement can be hired. The Administration has recruited one individual to fill this position on a temporary basis. The Administration recommends that Mr. Lou Flaim be offered a six-month employment contract for this position. Lou Flaim holds a Bachelor of Science degree in Biology from the University of Utah in Salt Lake City, Utah and an MBA from NOVA University in Ft. Lauderdale, Florida. Mr. Flaim is currently an Instructor of Industrial Technology at Western Wyoming Community College; he has held this position for four years. Prior to this, Mr. Flaim was employed at Questar Companies in various supervisory capacities for 26 years. Mr. Flaim’s proposed contract details would be as follows: Salary, $50,000.00 for a 6 Month Contract; Fund, Current; Rank, N/A; and Column Placement, N/A.

**Recommendation**

To offer an employment contract to Lou Flaim of Rock Springs, Wyoming for the position of Interim Vice President for Student Learning for the period January 13, 2012 through June 30, 2012.

Dr. Leach gave an explanation of the proposed employment contract. Trustee Boettcher made a motion to offer an employment contract to Mr. Lou Flaim as described above. Motion approved by vote with Treasurer Reese voting ‘nay’.

6. **Approval of FY 2013 Budget Preparation Calendar**

Each year in January, the Board of Trustees approves a Budget Preparation Calendar per Board policy. Enclosed is a proposed FY 2013 Budget Preparation Calendar. It has been approved by the Executive Council. The Board will note a special FY 2013 budget workshop devoted to the Board scheduled for Tuesday, April 10, 2012.

**Recommendation**

To approve the FY 2013 Budget Preparation Calendar as presented.
Vice President Kelsey gave an explanation of the Budget Preparation Calendar. Trustee Eckman made a motion to approve the FY 2013 Budget Preparation Calendar as presented. Motion approved by vote.

Trustee Plant asked to have budget information available on utility costs over the past few years. Vice President Roth agreed, saying that the information would be helpful and asked that it be included in a future workshop agenda.

7. Approval of Academic Year Calendar for 2012-13
College Policy 6210A requires that the Board review and approve the Academic Calendar. We build our calendars based on the following premises:

- Start the Fall semester as late as reasonable and yet allow enough time for class meetings and exam days to end the semester before Christmas.
- Start Fall classes on a Wednesday to get the students engaged in learning as quickly as possible. Students move into the residence halls on Sunday, typically with help from family members. The last registration is held on the Monday before classes start on Wednesday.
- Start evening and distance courses on the same date.

Comparison of Calendars: The proposed calendar is very similar to the previous academic calendars. Fall 2011 classes began on August 24 and ended on December 8 with 71 teaching days, 10 working days, and 5 holidays. Fall 2012 classes begin on August 29 and end on December 13 with 71 teaching days, 10 working days, and 5 holidays. Spring 2012 classes began on January 18 with graduation on May 18 with 73 teaching days, 12 working days, and 9 holidays. Spring 2013 classes begin on January 14 with graduation on May 17 with 74 teaching days, 12 working days, and 9 holidays. Summer 2012 is now included in the Academic Calendar.

Recommendation
To approve the Academic Calendars for 2012-13

Dr. Leach gave an explanation of the proposed Academic Calendar, saying that changes will be made over the next two years to accommodate an earlier end to the Spring semester. Dr. Leach said that a late graduation negatively affects graduates in the job market. Vice President Roth stated that he would like to have more opportunity for the Board to review the calendar before being asked to approve it. Vice President Roth made a motion to approve the Academic Calendars for 2012-13 as presented. Motion approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None
C. President/Staff
Vice President Kelsey presented the 2\textsuperscript{nd} quarter financial report stating that no action was required and that the report is for information only. Vice President Roth asked if there were more account adjustments than normal. Vice President Kelsey said that because the Federal Fund is increasing due to more grants received, more account adjustments are also required. Trustee Plant asked why WWCC was receiving more in grant funding when budgets are being cut at the state and national levels. Vice President Kelsey said that WWCC has had more opportunity to apply for grants as enrollments have increased. Vice President Roth added that WWCC has been working harder to find and receive grants and has invested time and funding in training grant writers. Vice President Roth commended the Administration on their success. President Honaker and Trustee Plant both agreed.

Dr. Leach read a letter of commendation for Dr. Sandy Caldwell regarding her efforts on Institutional Research. Dr. Caldwell was also presented with a framed certificate.

Vice President Kelsey gave an update on the Master Planning efforts. Vice President Kelsey said that the master planners will meet with faculty this month and would like to meet with the Board towards the end of February or the beginning of March. After deliberating, the Board asked to have the workshop on March 8 begin at 4:00 p.m. to accommodate the meeting.

Dr. Leach reported that BP America had donated two natural gas powered vehicles to WWCC to be used in industrial training programs.

D. Trustee Questions/Topics
Trustee Plant asked for an update on the Driver’s Education program. Dr. Leach said that WWCC had applied for a grant through State Farm but was unsuccessful. Dr. Leach said that we are looking for other types of funding for the program.

Trustee Plant thanked Ms. Frink for her assistance with his computer.

President Honaker asked if the Board were ready to schedule its next retreat. President Honaker said that past retreats had been extremely successful but another is needed to work on advancing specific topics. Possible dates include either March 3\textsuperscript{rd} or March 24\textsuperscript{th}.

President Honaker reported that the Wyoming Community College Commission would hold their meeting at WWCC in April, although the specific date has not been finalized.

E. Topics for Future Workshop Agendas
1. Facility Tours
2. BOCES Reports
3. Sweetwater BOCES Funding Of WWCC Programs
4. Landscaping Tour

VII. CALENDAR OF FUTURE EVENTS
Jan. 16 WWCC Holiday – Offices Closed
Jan. 18 Spring Semester Courses Begin
Jan. 28-31  Futures Assembly Conference  
Orlando, Florida  
Feb. 3  WWCC Winter Gala  
5:30 p.m.  Santa Fe Southwest Grill  
Feb. 9  Regular Board of Trustees Workshop  
6:00 p.m.  Board Conference Room 3071  
Feb. 9  Regular Board of Trustees Meeting  
7:15 p.m.  Board Room 3060  
Feb. 13  Legislative Session Begins  
Feb. 13-16  ACCT National Legislative Summit  
Washington, D.C.  
Feb. 23  WACCT Legislative Reception  
Cheyenne  
March 8  Regular Board of Trustees Workshop  
6:00 p.m.  Board Conference Room 3071  
March 8  Regular Board of Trustees Meeting  
7:15 p.m.  Board Room 3060  

VIII. ADJOURNMENT  
Having no further business to act on, President Honaker adjourned the regular meeting at 9:35 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