REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA
A. Call to Order
The Western Wyoming Community College District Board of Trustees meeting was called to order at 7:15 p.m., Tuesday, February 7, 2012, in Board Room 3060, Rock Springs Campus, President Shannon Honaker presiding.

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

II. REPORTS
A. INBRE Program
Dr. Scott Seville, Wyoming INBRE Program Coordinator, gave a brief presentation to the Board regarding the INBRE program. Dr. Seville thanked the Board for the opportunity to present, and thanked Mr. Troy Archuleta for arranging the presentation. Dr. Seville stated that the Idea Network of Biomedical Research Excellence (INBRE) program is in its 11th year and provides funding for biomedical research at the community college level. Dr. Seville said that the program provides an annual allocation for local faculty, a collaborative grant program, a transition scholarship program, a video conference seminar series and a transition course program. Dr. Seville said that a consortium has been formed to create more opportunities in other states and in the K-12 system. Dr. Bud Chew thanked Dr. Seville for the presentation.
and invited the Board members to tour the research lab. Dr. Rocky Barney said that the opportunities afforded by the INBRE program are not common and believes that it gives students an advantage in other courses. Dr. Leach said that she appreciates their collaboration on the programs. Trustee Plant asked Dr. Seville how WWCC could help further the program. Dr. Seville said that institutional buy-in is important, and supporting local faculty that are involved in the INBRE program. President Honaker thanked Dr. Seville, saying that she enjoys these kinds of presentations. Secretary Chadey commented that it is exciting to have the INBRE program here. The Board thanked Dr. Seville for his presentation.

B. Sweetwater County School District #1
Dr. Leach introduced Dr. Paul Grube, Sweetwater County School District #1 Superintendent. Dr. Leach stated that she and Dr. Grube had been discussing moving the alternative high school to WWCC’s campus. Dr. Leach said that the move would facilitate increased dual enrollment. Dr. Leach said that the alternative high school would be housed in a 2,700 square foot building that would be constructed on campus, and would serve approximately 100 students. Dr. Leach stated that an action item would be brought to the Board at the March meeting. Dr. Leach said that the school facilities commission had approved the project and Dr. Grube added that the project is one of the highest ranked projects for the upcoming biennium. Trustee Plant said that the project would have his full support. Vice President Roth congratulated Dr. Grube on his recently published article, saying that it was an outstanding effort. President Honaker said that the partnership would benefit both WWCC and Sweetwater County School District #1. The Board thanked Dr. Grube.

Break for Public Hearing
Vice President Roth made a motion to recess the regular meeting to enter into a Public Hearing for a Business Ready Community Grant. Motion was approved by vote and the regular meeting was recessed at 7:52 p.m.

Public Hearing – Business Ready Community Grant

I. Call to Order
The public hearing for the Business Ready Community Grant was called to order at 7:53 p.m., Tuesday, February 7, 2012, in Board Room 3060, President Shannon Honaker presiding.

II. Presentation
Ms. Carole Shafer, Director of Workforce and Community Development, gave a brief presentation on the Business Ready Community Grant. Ms. Shafer said that WWCC needs additional laboratory space for workforce training programs and is working with the county to write a Business Ready Community Grant application for the project. Ms. Shafer said that the grant is through the Wyoming Business Council and would fund the construction of a 7,500 square foot space. Ms. Shafer said that industry partners would provide the equipment for the facility.

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

V. Adjournment
President Honaker adjourned the public hearing.

Reconvene Regular Meeting
Treasurer Reese made a motion to reconvene the regular meeting. The motion was approved by vote and the regular meeting was reconvened at 7:57 p.m.

C. Associated Student Government
Mr. Casey Terrell, ASG President, gave a brief report on the activities of the group. Mr. Terrell reported that $700 in proceeds from the Winter Carnival were donated to the Boys and Girls Club. Mr. Terrell said that ASG had experienced more turnover during the break than they would have liked, and elections were held to fill 11 open positions. Mr. Terrell also said that a team building exercise was held to help unify the ASG members, and that a point system will be implemented for attendance and participation. Mr. Terrell went on to say that upcoming planned events include a Valentine’s Day dance, assisting with the ‘Freshmen Forward’ event, ASG Olympics, a hypnotist, a masquerade ball, and the ASG banquet. Mr. Terrell also said that at least one more charity event would be held with proceeds benefitting United Way. Trustee Plant commended Mr. Terrell for the public service conducted by the ASG. Vice President Roth suggested that a mentoring program might decrease the amount of member turnover. Secretary Chadey said that she is very impressed with everything that ASG does and she hopes that they all take their enthusiasm and drive into the next phase of their lives. The Board thanked Mr. Terrell.

D. Paraprofessional Association
Ms. Lori Paulson, Paraprofessional Association President, gave a brief report on the activities of the group. Ms. Paulson said that reorganization efforts continue within the association and conversations about Paraprofessional Development Funds are continuing. Ms. Paulson said that upcoming events would include a Valentine’s Day bake sale with proceeds possibly going to the Paraprofessional Scholarship fund. Ms. Paulson also said that each committee is reviewing and revising their procedures so that the next members of that committee will not have to ‘start over’ each year. President Honaker asked for clarification on the development fund conversations. Ms. Paulson said that the conversations have centered on the processes and policies, and designating allotted funds to others on a regular basis. President Honaker asked how many paraprofessionals attend the monthly meetings. Ms. Paulson said that 10-12 paraprofessionals attend the meetings, while more volunteer their time or services for events. President Honaker asked if announcing subjects to be discussed at the meeting would improve attendance. Ms. Paulson said that it would likely not have an effect on attendance and that most people are more comfortable with one on one communication. Trustee Plant said that he appreciates all that the Paraprofessionals do for WWCC. The Board thanked Ms. Paulson for her report.

E. WWCC Senate
Ms. Kathy Luzmoor, Assistant Professor of Nursing, gave a brief report on behalf of the Senate. Ms. Luzmoor said that the Senate officers had changed due to the Senate
Chair, Mr. Lou Flaim, being named the Interim VP for Student Learning. Ms. Luzmoor said that Tammy Register is now serving as Senate Chair. Ms. Luzmoor said that the annual salary survey will be conducted in March and that the Senate is continuing its Innovative Learning forums, although none have been scheduled for the Spring semester yet. Ms. Luzmoor also said that the Senate is continuing its work on Policy 4220, Horizontal Advancement. Ms. Luzmoor went on to say that the 32 page policy encompasses several policies that could be separated out. Trustee Plant asked if the WWCC Senate participates in the state organization. Ms. Luzmoor said that the WWCC Senate does participate at the state level and that WWCC Senate Vice Chair Perry Ninger is also the Vice Chair of the state organization.

F. Information Technology
Mr. Derek Robinson, Director of Information Technology, presented the annual report for the department to the Board. Mr. Robinson reported that the department has faced challenges in the last year in the area of staffing. Mr. Robinson also said that the access for WWCC’s wireless internet has been changed to allow the residence hall students direct access, while guests in the main building are required to agree to terms before the connection is established. Mr. Robinson went on to say that the intranet server has been upgraded, several labs and kiosks have been updated and Windows 7 has been implemented for most of the campus. Mr. Robinson said that objectives for the upcoming year include standardizing classroom technology, continuing IT staff training, complete installation of the 10G network, upgrade the wireless infrastructure, revamp incident response protocols and to fill the network administrator position. President Honaker asked for clarification on creating standardized classroom technology. Mr. Robinson said that standard technology needs will be determined and then each classroom will be equipped according to those standards. Secretary Chadey said that she understands the ‘real world’ frustrations with technology and appreciates that our IT department is addressing those frustrations. Trustee Plant asked Mr. Robinson to pass on his gratitude to Kit Kofoed and Carol Johnson for their help with his personal computer issues. Vice President Roth said that the Wyoming Community College Commission is planning on changing their database and asked if our systems interface with that database. Mr. Robinson said that yes, each college’s system interfaces with the Commission’s system. Vice President Roth asked how changes to classroom technology or software would be implemented, specifically whether those changes would be implemented during summer months, and what steps were being taken to ensure that faculty and staff wouldn’t encounter unexpected problems. Mr. Robinson said that while summer implementations were more convenient for the IT department, they may not be the best alternative for faculty members. Mr. Robinson said that changes would be implemented during times most convenient for those impacted and that increased training for staff would be provided before any change is implemented. Vice President Roth asked who is responsible for training faculty on the new Blackboard software. Mr. Robinson said that Distance Education trains faculty on the software but the server is IT’s responsibility. The Board thanked Mr. Robinson for his report.

G. Humanities
Ms. Ann Rudoff, Humanities Division Chair, gave the annual report for the division to the Board of Trustees. Ms. Rudoff gave brief highlights of each area and stated that a Professional Standards Board had been established to find a candidate for the open position in the English department, ads had been placed and that 45 applications had
been received for the position in just under a week. Ms. Rudoff stated that division needs include another foreign language instructor, more lab space, new computers and more adjunct instructors. Ms. Rudoff said that administrative work such as creating schedules is impacting faculty members negatively. Trustee Plant asked how basic reading and writing instruction were progressing. Ms. Rudoff said that it is a struggle and will likely always be a struggle. Vice President Roth asked for clarification on the requested additional lab space. Dr. Leach responded that individual divisions were not asked about additional space needed and that the administration is now going back to address that lack of input. Vice President Roth sympathized with the frustrations encountered with schedule building but said that it is a necessary frustration. President Honaker thanked Ms. Rudoff for her report and said that she also sympathizes with the frustrations of creating future year’s course schedule, and of the lack of input on space needs for the division.

III. MINUTES
A. Approval
1. Treasurer Reese made a motion to accept the minutes of the January 12, 2012 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 $3,743,225.47 and the Electronic Transfers as designated in the amount of $319,564.52 for a grand total ratification of $4,062,789.99. 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>247070 through 249114</td>
<td>$2,810,682.80</td>
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<tr>
<td>Payroll</td>
<td>158989 through 159406</td>
<td>$273,851.64</td>
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<tr>
<td>Advices</td>
<td>023036 through 023223</td>
<td>$658,691.03</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
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<td>$3,743,225.47</td>
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Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

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<th>From</th>
<th>To</th>
<th>Amount</th>
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Credit Card Payments to US Bank Corporate Payment System

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<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>$38,231.77</td>
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<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
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</tbody>
</table>

Bank to Bank Transfers

0.00

Investment Transfers

0.00

Total Electronic Funds Transfers

$319,564.52

GRAND TOTAL FOR BOARD RATIFICATION

$4,062,789.99
Recess for Executive Session
Trustee Plant moved to recess the regular meeting to enter into Executive Session for personnel issues. The motion was approved by vote and the regular meeting was recessed at 9:00 p.m.

Reconvene Regular Meeting
Secretary Chadey made a motion to reconvene the regular meeting. The motion was approved by vote and the regular meeting was reconvened at 10:14 p.m.

V. RECOMMENDED ACTION
A. Old Business
   None

B. Consent Agenda
   1. Authorization to Solicit Bids for Replacement Lock Cylinders and Cores
      The Administration has determined that it is time to re-key (re-cylinder) the Rock Springs campus and the Green River Center. It has been ten years since this has been done, longer for the residence halls and all exterior doors. Re-keying (re-cylindering) should be done periodically over time to help ensure building security. Generally a ten year interval between these efforts is considered reasonable. The College has retained Corey Brown, former WWCC Maintenance Supervisor, on a consulting basis to prepare the bid specifications for this project. College staff, working with Mr. Brown, will install the new cylinders and cores commencing in late May. The proposed new keyways will be proprietary in nature (like we have now), meaning that it will be nearly impossible for lost keys to be duplicated by anyone other than WWCC personnel. It is estimated that the replacement lock cylinders and cores (estimated to number about 1,500) will cost roughly $53,000. The vast majority of the keyways (about 80%) can be changed out very quickly as the existing cores and the new ones will be interchangeable. Other keyways (the older ones on campus) require a bit more labor to change. The College will be specifying Corbin-Russwin cylinders and cores. Funds are budgeted and available to pay for this work. Corey Brown will be available at the meeting should there be any questions.

      Recommendation
      To authorize the Administration to solicit bids for replacement lock cylinders and cores as described herein.

   2. Authorization to Solicit Bids for Roof Replacements
      Each year the College replaces roofs. This is typically done on a rotating basis; however, roof performance issues are also taken into consideration. The Administration has determined that it is time to replace the roofs over the Technology & Industry area, the 3rd Floor, and a small section by Physical Resources. The warranty has expired or will shortly expire on all of these roofs and there are problems that need to be remedied. The estimated cost to do this work is $180,000. Major Maintenance funds are budgeted and available to pay for this work. It is anticipated that the Board will be given the bid results
with a recommendation at the April or May meeting of the Board. The Administration will also be investigating what can be done to remedy the leaks in the Atrium. Hopefully, a solution can be discovered so that these leaks can be mitigated this summer.

Recommendation  
To authorize the Administration to solicit bids for the replacement of the Technology & Industry Roof, the 3rd Floor Roof and a portion of the Physical Resources Area Roof.

3. Renewal of Food Services Contract  
Currently the College offers three meal plans in Mitchell’s; 5, 10, and 18 meals per week. (The five meal plan is only good Monday through Friday). We are now being charged by Sodexo as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Meals per Week Plan</td>
<td>$4.55</td>
<td></td>
</tr>
<tr>
<td>10 Meals per Week Plan</td>
<td>$7.95</td>
<td></td>
</tr>
<tr>
<td>18 Meals per Week Plan</td>
<td>$8.99</td>
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</table>

The College also offers meal plan options involving “flex” dollars which enable students to use a portion of their contract money on a cash basis in either the T-Rex Grill or in Mitchell’s Cafeteria. These meal plans are as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Meal Plan</td>
<td>$8.99</td>
<td>$100.00/Semester</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$9.46</td>
<td>$150.00/Semester</td>
</tr>
<tr>
<td>12 Meal Plan</td>
<td>$8.99</td>
<td>$55.00/Semester</td>
</tr>
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</table>

The College has negotiated the 2012-13 prices with Sodexo and an agreement has been reached. The 2012-13 prices recommended are as follows and represent a 3.0% cost increase:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Meals per Week Plan</td>
<td>$4.69</td>
<td></td>
</tr>
<tr>
<td>10 Meals per Week Plan</td>
<td>$8.19</td>
<td></td>
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<tr>
<td>18 Meals per Week Plan</td>
<td>$9.26</td>
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</table>

**Recommendation**  
To approve the 2012-13 contract meal plans charged to the College by Sodexo Food Services as stated above.

4. Authorization to Solicit Bids for Carpet Replacement  
Each year carpet is replaced in various areas in buildings owned by the College. The major carpet replacement project for the summer of 2012 involves replacing the 10 year old carpet in the following areas:
- “Faculty Row” and adjacent intersecting hallways
The breezeway to the Annex and the hallway adjacent to the Art Studio
The ramp and adjacent areas leading to Mitchell’s Cafeteria
The hallways adjacent to Mitchell's Cafeteria, Financial Aid, and Rooms 1005 and 1006

The estimated cost for this work is $78,000. Major Maintenance funds are budgeted and available to pay for this work. Bid results and a recommendation will be presented to the Board at the March meeting.

Recommendation
To authorize the Administration to solicit bids for carpet replacement as described herein.

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

C. New Business
1. Approval of Academic Leave, FY 2013
Board Procedure 4520 E provides for Academic Leave for faculty and professional/administrative employees. This procedure restricts the number of leaves to one (1) leave for every 15 faculty employees and one (1) leave for every 15 professional/administrative employees. This year, there were seven applications for Academic Leave. Six applications are from members of the faculty. Applications were filed by Sandra Mitchell (professor of biological sciences), David Bodily (assistant professor of nursing), Dudley Gardner (professor of history/political science), Marlene Ethier (director of nursing), Kathy Luzmoor (assistant professor of nursing), Chris Propst (associate professor of English and ESL), and Chris Kennedy (associate professor of communication). The Leave of Absence Review and Evaluation Committee completed its review of the applications and recommended to the College President that all seven applicants be awarded Academic Leave requested and designated below. The College President subsequently reviewed the applications and is recommending six of the seven applications be awarded in the following priority order (as established by the Leave of Absence Review and Evaluation Committee). The budget formula for academic leaves provides budgeting for six academic leaves for 2013.

Dr. Sandra Mitchell
Requested Leave: Half Year Contract at Full Pay. Dr. Mitchell proposes to develop curriculum for the field of Wildlife Rangeland environmental and ecological monitoring and assessment as requested by the local oil and gas industry.

David Bodily
Requested Leave: Half Year Contract at Full Pay. Mr. Bodily proposes to systematize and integrate a high fidelity simulation program into the current simulation curriculum, and to create a working synthetic environment for virtual simulation. Mr. Bodily is willing to be flexible in his leave request to ensure that adequate coverage is provided for the nursing program.
Dr. Dudley Gardner  
Requested Leave: Half Year Contract at Full Pay. Dr. Gardner proposes to upgrade and improve the content in Archaeology and Cultural Anthropology courses technical aspect.

Marlene Ethier  
Requested Leave: Half Year Contract at Full Pay, to be taken in increments. Ms. Ethier proposes to assist in the development of a statewide nursing curriculum.

Kathy Luzmoor  
Requested Leave: Half Year Contract at Full Pay. Ms. Luzmoor proposes to pursue work of the statewide nursing education consortium in her capacity as the Co-Chair of the consortium’s Professional Development Committee.

Chris Propst  
Requested Leave: Half Year Contract at Full Pay. Mr. Propst proposes to take two courses; one online graduate level course English course in the National University’s Composition Rhetoric Program and one online creative writing course with Odyssey Writing Workshops.

Chris Kennedy  
Requested Leave: Half Year Contract at Full Pay. Mr. Kennedy proposes to develop an online version of Interpersonal Communication, receiving training in the Blackboard software system and in presentation software, update the online version of Introduction to Human Communication and to attend the annual convention of the National Communication Association.

Recommendation  
It is recommended that the WWCC Board of Trustees approve an Academic Leave One-Half Contract Year at Full Salary for Dr. Sandra Mitchell, Mr. David Bodily, Dr. Dudley Gardner, Ms. Marlene Ethier, Ms. Kathy Luzmoor and Mr. Chris Kennedy.

Dr. Leach gave an explanation of the requested academic leaves and the recommendation. Trustee Plant made a motion to approve academic leaves for all seven applicants, saying that these are WWCC’s best and brightest and we should reward excellence. Motion failed by vote with Trustee Plant casting the sole approving vote. Vice President Roth made a motion to approve academic leaves for Dr. Sandra Mitchell, Mr. David Bodily, Dr. Dudley Gardner, Ms. Marlene Ethier and Ms. Kathy Luzmoor. Treasurer Reese said that the committee’s recommendation should be followed. Motion approved by vote.

2. Authorization to Solicit Bids for Phase I of the Renovation of Courtyard # 2  
Courtyard # 2 on the Rock Springs campus is in dire need of extensive renovation. This situation was discussed by the Board of Trustees in a workshop several years ago but no decision was made to move forward with the renovation. Recently, this matter has come up again for discussion. The Master Gardeners organization has expressed an interest in becoming involved in the renovation effort. Courtyard # 2 serves as the home for “Arlene’s
Garden”, a memorial for Arlene Wesswick who served as an English instructor at the College for many years. There is a bench in the Courtyard associated with the memorial. The Administration has been working with David Ohde and Associates, a landscape architectural firm which has done work for WWCC in the past, including the landscape work at the Green River Center and behind the Atrium. Attached you will see a couple of preliminary drawings. The Administration has also been in regular contact with the Master Gardener’s organization regarding Mr. Ohde’s work. The preliminary cost estimate to do this work is about $180,000, with one half of the work to be done in the summer of 2012 (Phase I) and one half to be done in the summer of 2013 (Phase II). The Phase I estimated cost and the Phase II estimated cost are about the same. This estimate may be high as the Administration is working with Mr. Ohde to come up with a few cost savings options without unduly compromising the project. Also attached is a “Conceptual Plan” prepared by Mr. Ohde which provides an overview of the project.

Phase I Work
Phase I work involves the removal of some existing trees, shrubs, soil, rocks, concrete areas, electrical apparatus, and irrigation infrastructure. New irrigation infrastructure will be installed; granite boulders will be brought in (perhaps faux boulders as an option that are being investigated); and new topsoil will be brought in.

Phase II Work
Phase II work involves bringing in some sod, rock mulch, cobble rock, about 4 evergreen trees, about 12 deciduous trees, about 50 deciduous shrubs, about 6 evergreen shrubs, 12 planters, 2 tables with accompanying chairs, 12 free-standing large planters, and some ornamental grasses.

It is proposed that some of the existing flat concrete pavers be stained and that some concrete walls be dressed with stucco. The ramp for ADA accessibility will need to be replaced. A “dry creek bed” area is being proposed and the memorial for Arlene Wesswick will, of course, be retained. Mr. Karl Darby, the College’s Landscape and Irrigation Supervisor will be at the meeting and representatives from the Master Gardener’s organization have been invited to attend as well. Due to the access and ingress/egress challenges associated with this work, the cost of the project will be higher than it would otherwise be as the work will all have to be done by hand. The Courtyard, when completed, will be beautiful. It will be constructed such that it will not be labor-intensive or water-intensive to maintain. The proposed 12 large planters will provide an opportunity for the Master Gardeners to take a continuing interest in the Courtyard if they wish and would also provide an opportunity for faculty and students to engage in some teaching and learning should this be an interest in the future. Funds for this project are budgeted and available. Major Maintenance funds are available as are One Mill funds. After this project is completed, the College may want to look at some renovations in Courtyard # 1. This is the Courtyard by Main Street. It is also in need of renovation.
Recommendation
To authorize the Administration to solicit bids for Phase I of the renovation of Courtyard #2 as described herein.

Vice President Kelsey gave an explanation of the proposed renovations. Trustee Plant commented that he is pleased that the courtyard will be renovated and that it is a nice memorial for Arlene Wesswick. Secretary Chadey asked if other courtyards would also be renovated. Vice President Kelsey said that they would be renovated as needed. Vice President Roth asked if new rules for use of the courtyard would be developed. Vice President Kelsey said that rules for use of the courtyard would be developed. Secretary Chadey asked if the renovation would encourage more use of the courtyard. Vice President Kelsey said that the hope is to encourage more people to use the courtyard. Vice President Roth made a motion to authorize the administration to solicit bids for Phase I of the renovation of courtyard #2 as described above. Motion approved by vote.

3. Children’s Center Fees/Employee Summer Rates
As a result of the changes WWCC has made in summer work hours, the Children’s Center fee structure for employees in the summer does not adequately reflect service provided. The current fee schedule for the Children’s Center consists of a daily rate of $16.27 for 6+ hours of care. An unintended consequence of the 4 day work week during the summer is, while the Center is open more hours each day, faculty and staff are charged as though it were much shorter day. While students pay the same rate year around, the faculty and staff children attending the Center actually pay less during the summer than they do in fall and spring semesters even though summer hours require the Children’s Center to be open more hours per day to accommodate faculty, staff, and student schedules. The schedule has been reviewed and revised to create a separate fee structure for employees during the summer. This provides equity with the structure in place for the academic year and better reflects the scope of service provided to children of employees.

Recommendation
To approve the administration’s recommendation to increase the full day rate for employees to $19.52 for 6 plus hours of care.

Ms. Amy Williamson, Children’s Center Director, gave an explanation of the proposed fee increase for employees. Vice President Roth made a motion to approve the recommendation to increase the full day rate for employees as described above. Motion approved by vote.

4. Required Student Fees, FY13
It is the responsibility of the Wyoming Community College Commission to establish base tuition rates for all Wyoming Community Colleges. The approved increase for FY13 was $4/credit hour or 5.64%. Each college has responsibility for establishing the required student fees for their institution. The WWCC administration annually reviews required fees to address ongoing needs in technology, service and staffing. Every effort is made to find the best balance between keeping costs low and providing the services students want
and need. It is critical to remember that students compare among colleges and have expectations that certain levels of service and technology will be readily available. Included in the addendum is a comparison of required fees from FY12 and proposed fees for FY13. Also included are some other comparisons that provide scope to the request. Fees are specifically dedicated to the defined purpose and cannot be spent for anything outside that definition. Western’s approach has always been to define required fees as those that have a direct benefit to students and that help to provide the services that meet students’ minimum expectations. This year’s proposal includes several minor increases and a decrease in one fee that is generating more than we currently need for that operation. The changes are summarized below:

- **Student Accident Insurance**: Increase of $3 per full-time student. Total fees $20/semester
  - fee has not been increased for over 10 years and we have had numerous increases in cost over that time
- **Intramural Sports Fee**: Increase $1 for full-time ($3 total) and $.05 ($0.15/credit) for part-time local students
  - Covers increased staffing and operations cost (primarily travel)
- **Game Room Fee**: Increase by $.50 ($8.50) for full-time and $.05 ($0.39/credit) part-time local students
  - Covers increased staffing and operations costs (primarily extended hours)
- **Outreach Services**: Increase by $1.50 for full-time and $.10/credit for part-time distance students
  - Provides $$ for technology and equivalent services to distance students
- **Orientation Fee**: Reduce fee by $.50 full-time and $.10 part-time
  - Changing approach to programs has reduced the financial need in this area

The total request is for a $4 increase in required fees for full time and no increase in part-time. This will take full-time required fees to $193 per semester for full-time and $17/cr. hr. for part-time. Our required fees remain the lowest in the State. We also annually approve the Overload Fee (students taking more than 20 credit hours). This fee relates to one of the student success-oriented policy decisions we have made. We want students to carefully consider (and cost helps them do that) before they enroll in excessive course loads. The fee has always been the same as the per credit tuition rate.

- **In-State**: $75/hr.
- **Out-of-State**: $225/hr.
- **WUE**: $112/hr.

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<th>Total Proposed Tuition and Required Fees, FY13 (per semester)</th>
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<tr>
<td><strong>Full-time</strong></td>
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<tr>
<td>In-State</td>
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<tr>
<td>Out-of-State</td>
</tr>
<tr>
<td>WUE</td>
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</table>
Recommendation
To approve the administration’s recommendation for the revised required fee schedule totaling $193/semester for full-time and $17/cr. hr. for part-time, and overload fees for students enrolling in 21 or more hours in a semester for FY13. The new fees would go into effect for Fall 2012.

Vice President Freeze gave an explanation of the proposed required fees for FY13. Trustee Plant said that a war is being waged on the middle class and he is reluctant to raise fees. Secretary Chadey asked when these fees were last increased. Vice President Freeze said that student insurance fees have not been increased in 10 years, and game room fees have not been increased in 2 years. Secretary Chadey made a motion to approve the required fees for FY13 as described above. The motion failed with Secretary Chadey casting the lone approving vote.

5. Change of Course Fees
By Policy 3810 A, the Board must approve all fees. Course Fees are part of specific credit courses to cover most of the cost of student-used “consumables,” i.e. typically supplies, repairs, and replacement. Administration is proposing three fee decreases for 2012-13: 1) To delete the fee for Intermediate Kayaking because this course is no longer offered. 2) To delete the fee for Non-Traditional Photography as this course is no longer offered. 3) To delete the fee for Color Photography I because this course is no longer offered. Changes would go into effect for the 2012-13 academic year.

Recommendation
To approve the proposed changes in Course Fees for 2012-13.

Interim Vice President Flaim gave an explanation of the proposed fee deletions. Vice President Roth made a motion to approve the proposed course fees changes as described above. Motion passed with Trustee Plant voting ‘nay’.

6. Fees Increase for On-Campus Residence Halls, FY 2013
In February of each year, the Board of Trustees considers rental rates for on-campus residence halls for the upcoming year. Two years ago there was no rate increase. Last year (FY12), no fee increase was approved. The institution’s expectation is that this auxiliary service will be self-supporting. This year, the Administration is recommending an across-the-board 3.5% academic year rent increase. This increase will cover possible salary increases, ½ new maintenance position, MicroFridge lease cost increase, and expected utilities increase for FY 2013.

- The number of residence halls and age of some of the facilities results in the need to add ½ maintenance position.
- Increase in utility costs are projected as follows:
  - Electricity increase by 7%
  - Sewer increase by 3%
- Current MicroFridge Lease is ending and needs to be renewed for the next 5 years. We will be adding the 72 Aspen rooms to this lease. This will add an additional $11,680.00 cost per year.
Because of two years without a rate increase, the revenue is not covering operation costs. The college had to budget $53,399.00 of the “sinking fund” in order to maintain operations during the year. This sinking fund is intended for emergencies and is being used for operations.

Proposed FY 2013 Fall & Spring Rates (By Semester)

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement Suite Units (Double)</td>
<td>$966</td>
<td>$1,000</td>
<td>$34</td>
</tr>
<tr>
<td>Basement Suite Units (Single)</td>
<td>$1,932</td>
<td>$2,000</td>
<td>$68</td>
</tr>
<tr>
<td>Rocky Mtn. Hall I Suite Units (Double)</td>
<td>$983</td>
<td>$1,018</td>
<td>$35</td>
</tr>
<tr>
<td>Rocky Mtn. Hall I Suite Units (Single)</td>
<td>$1,966</td>
<td>$2,036</td>
<td>$70</td>
</tr>
<tr>
<td>Rocky Mtn. Hall II Suite Units (Double)</td>
<td>$1,036</td>
<td>$1,073</td>
<td>$37</td>
</tr>
<tr>
<td>Rocky Mtn. Hall II Suite Units (Single)</td>
<td>$2,072</td>
<td>$2,146</td>
<td>$74</td>
</tr>
<tr>
<td>Two Bedroom Apartment (Four Person)</td>
<td>$1,007</td>
<td>$1,043</td>
<td>$36</td>
</tr>
<tr>
<td>Two Bedroom Apartment (Two Person)</td>
<td>$2,014</td>
<td>$2,086</td>
<td>$72</td>
</tr>
<tr>
<td>One Bedroom Apartment (Double)</td>
<td>$1,182</td>
<td>$1,224</td>
<td>$42</td>
</tr>
<tr>
<td>One Bedroom Apartment (Single)</td>
<td>$2,297</td>
<td>$2,448*</td>
<td>$151</td>
</tr>
<tr>
<td>Wind River Hall Apartment (Single Rooms)</td>
<td>$1,774</td>
<td>$1,837</td>
<td>$63</td>
</tr>
<tr>
<td>Aspen Mtn. Hall Suite Units (Double)</td>
<td>$1,350</td>
<td>$1,397</td>
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</tr>
<tr>
<td>Aspen Mtn. Hall Suite Units (Single)</td>
<td>$2,700</td>
<td>$2,794</td>
<td>$94</td>
</tr>
</tbody>
</table>

*Actually a 6.6% Increase. The amount for FY 2012 should have been $2,364 (200% of Double Rate for a One Bedroom Apartment). This will get this rate to where it should now be.

Recommendation
To approve the FY 2013 Residence Halls Rental Fees as set forth above.

Mr. Dustin Conover, Director of Housing and Student Life, gave an explanation of the requested housing fee increase. Vice President Roth made a motion to approve a fee increase of 6.6% for a one bedroom apartment to bring the rate to the level of currently approved fees. Motion approved by vote. Secretary Chadey made a motion to approve the residence hall fees for FY13 as described above. Motion approved by vote with Trustee Plant voting ‘nay’.

7. **Early Retirement Request, Bret Prine**

The College has a Voluntary Early Retirement Program (Board Policy and Procedure 4230 E). Bret Prine, Associate Professor of Technology and Industry, has applied for voluntary early retirement effective at the end of his 2011-12 employment contract. He meets all requirements. Board Procedure indicates that the Board acts on these requests at the February Board meeting. Mr. Prine is the only WWCC employee requesting voluntary early retirement this fiscal year. Mr. Prine commenced his career at Western in August, 1991 as Instructor of Technology and Industry and worked his way up to the rank of Assistant Professor then Associate Professor. He has focused his teaching in the Diesel Mechanics area. The Administration recommends that Mr. Prine’s application be approved.
Recommendation
To approve the application for voluntary early retirement submitted by Bret Prine.

Interim Vice President Flaim gave an explanation of the early retirement request. Secretary Chadey made a motion to approve the early retirement application as described above. Motion approved by vote.

The Human Resources Office conducted a national search in October, December and January to fill the position of Building Operating Systems Specialist. The Human Resources Office received two completed applications for this position. The Professional Standards Board conducted one on-campus interview. The Professional Standards Board unanimously recommends that Floyd Jones be hired for the position. Mr. Jones holds an Associate of Science degree in Facilities Maintenance Technology from Pikes Peak Community College in Colorado Springs, Colorado. Mr. Jones is currently employed at Memorial Health System in Colorado Springs, Colorado as a Power Plant Operator III. Mr. Jones has held this position for eight years. Prior to this, Mr. Jones was employed at Pikes Peak Community College as a Pipe/Mechanical Trades I. He held this position for nine years. Mr. Jones contract details would be as follows: Annual Salary, $65,235.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; and Column Placement, Column II.

Recommendation
To offer an employment contract to Mr. Floyd Jones of Colorado Springs, Colorado for the position of Building Operating Systems Specialist for the period February 22, 2012 through June 30, 2012.

Vice President Kelsey gave an explanation of the proposed employment contract. Secretary Chadey made a motion to offer an employment contract to Mr. Floyd Jones of Colorado Springs, Colorado as described above. Motion approved by vote.

9. Acceptance of Perkins Allocated Grant
Western has been a participant in the Perkins Grant program since 1991. The College applied for and was awarded a Perkins Allocated Grant through the Wyoming Department of Education under the Carl D. Perkins Vocational and Technical Education Act of 2006, Title I. The purpose of the grant is to provide funding to assist postsecondary recipients in meeting the additional costs of approved career and technical education (CTE) programs. Perkins funds are used to purchase equipment, provide professional development for faculty in CTE programs, and pay for student support services including educational costs (books and supplies) and related costs (childcare). The Perkins Allocated Grant provides direct support to WWCC career and technical education students. Direct support services may be provided to CTE students from special populations (economically disadvantaged, single parents, individuals with a disability, students with limited English proficiency, displaced homemakers, and students training for non-traditional employment). Total grant funds in the amount of $202,322 were awarded to Western Wyoming Community College
for FY12. The effective date of the grant is October 1, 2011. The monies will be expended by September 30, 2012.

Recommendation
That the Board accept funds for the Perkins FY2012 grant in the amount of $202,322 and give authority to spend the monies for the purposes as specified in the grant, and increase the federal fund by $202,322.

Vice President Freeze gave an explanation of the Perkins grant. Vice President Roth made a motion to accept the funds, to give authority to spend the monies for the purposes specified and to increase the federal fund as described above. Motion approved by vote.

10. Housing Rates for National High School Finals Rodeo
WWCC has agreed to provide assistance during the National High School Finals Rodeo to help offset the housing (hotel) shortage that will occur in Sweetwater County during that time. It is not our goal to go into competition with local businesses but rather to help accommodate the overflow that will result from the large numbers who attend this event. We have agreed to provide Aspen Mountain and Wind River Hall to the event and will be assigned states by the NHSR Association that will be staying in our residence halls. Because we are not a convention center and do not run a hotel facility, we will encounter substantial additional costs to provide this service. These have been factored in to the costs being recommended. We have determined the cost of additional support/supplies we will need during this event as well as the cost of providing a continental breakfast in both buildings. An analysis of possible rates has been done and is included in the addendum. We want to charge a fair rate while not losing money in the process. It would be helpful if we make a small profit to offset the wear and tear on the facility. It is very difficult to predict actual numbers for the full 10-day period because people come and go. The estimates on the analysis represent full capacity. Since that won’t happen, we are recommending rates that we are fairly confident will cover the costs.

Recommendation
To approve the administration’s recommendation to charge $83 per night per room for Aspen Mt. Hall and $114 for Wind River Hall.

Vice President Freeze gave an explanation on the proposed housing fees for the National High School Rodeo Finals event. Secretary Chadey asked if we had an estimate on the numbers of people we would house. Vice President Freeze said that WWCC indicated how many people we could house, and the NHSRA will then assign participants and guests by state to the various housing venues available to them. Vice President Freeze said that WWCC will likely house parents and families of the participants. Treasurer Reese made a motion to approve the recommended housing fees for the National High School Rodeo Finals as described above. Motion approved by vote.

11. Policy Renewal Project
Western Wyoming Community College’s official policies and procedures have not been systematically reviewed since 1986. In 2010, the Board of Trustees
set the review and renewal of the college policies as a high priority. The college president asked the Board to defer this project until 2012 to provide adequate time to conduct a full review of college processes so that the policy renewal process could be fully informed. The Board has attended training from the Association of Community College Trustees and visited similar sized colleges to study and adopt effective processes for a full policy review. The policy renewal subcommittee of the Board identified shared communications as an important component to creating effective policies. Starting in February, 2012, the Board’s policy renewal subcommittee will set a timeline and process for completing the full policy review. This timeline and process will be shared with the full Board of Trustees at a time agreed upon by the Board. The policy renewal project will be discussed at each Board workshop to ensure the project continues to move forward. Annually, in March, the policy renewal committee will share an update of activities with the entire Board.

Recommendation
To keep the policy renewal process as a priority for Board activity, item B on every workshop will be Policy Renewal Process.

Vice President Roth gave an explanation of the policy renewal project. Trustee Plant made a motion to keep the policy renewal process as a priority for Board activity and to have an update listed as item B on every workshop agenda. Motion approved by vote.

Vice President Roth made a motion to reconsider the required student fees at the next meeting. President Honaker stated that because Vice President Roth had voted with the prevailing side, it was within his power to motion for the item to be reconsidered. The motion was approved with Treasurer Reese and Trustee Plant voting ‘nay’.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
Dr. Leach gave updates on several items. Dr. Leach said that Mrs. Anderson from Rock Springs High School had approached her regarding hosting a Parent Night for Spanish speaking residents. The event was held at the end of January. Dr. Leach said that Mr. Conover kept the group entertained, although she doesn’t know quite what he said to them as she doesn’t speak Spanish. Dr. Leach and the Board thanked Mr. Conover for his help with the event.

Dr. Leach said that an update on the Driver’s Education program would be given at the next Board meeting. Dr. Leach said that she was postponing the update due to the absence of Trustee Boettcher and the late hour.
Dr. Leach reported that a history of utility costs was available on Boarddocs, as requested by the Board at the last meeting. Dr. Leach invited anyone with questions on the documents to contact Vice President Kelsey.

Associate Vice President Caldwell reported that the Systems Portfolio effort is now in its full draft. Associate Vice President Caldwell said that the Co-Chairs and teams did a fabulous job and that the final draft would be brought to the May Board meeting for their consideration. A short discussion ensued regarding an ad inviting public comment, with President Honaker commenting that the content of the ad would not be clear to those with no prior knowledge of the process.

Vice President Freeze reported that the ACE IT Center and the Marketing department have initiated a campaign to encourage students to attend classes. Vice President Freeze said the campaign is cute and catchy.

Dr. Leach handed out legislative information, including WWCC’s response to the Joint Appropriation Committee's proposed cuts.

D. Trustee Questions/Topics
Trustee Plant asked to have the actors and directors involved with the play Kinderford attend a meeting or workshop to be recognized by the Board. President Honaker suggested that it would be appropriate for a future workshop item.

Secretary Chadey stated that she had received an email invitation to participate in a webinar hosted by the ACCT on safe-guarding the institution in crisis management. Secretary Chadey said that the webinar would be on March 20 and would last for approximately 90 minutes.

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

VII. CALENDAR OF FUTURE EVENTS
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
 4:00 p.m. Board Conference Room 3071
 March 8 Regular Board of Trustees Meeting
 7:15 p.m. Board Room 3060
 April 10 Board Budget Workshop
 6:00 p.m. Board Conference Room 3071
 April 12 Regular Board of Trustees Workshop
 6:00 p.m. Board Conference Room 3071
 April 12 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 11:41 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