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, March 8, 2012, in Board Room 3060, Rock Springs campus, President Shannon Honaker presiding.

   B. Approval of Agenda
      1. Trustee Eckman made a motion to move Consent Agenda Items #4 and #7 to New Business and to approve the consent and regular agendas as revised. Motion approved by vote.

II. REPORTS
   A. Associated Student Government
      Ms. Shanieka Staten, ASG Treasurer, gave a brief report on behalf of the group. Ms. Staten said that upcoming events include entertainer Chris Proctor, Mission Improvable, a masquerade ball and a blood drive. Ms. Staten also said that a fundraiser for charity is still being planned. The Board thanked Ms. Staten for her report.

   B. Paraprofessional Association
      Ms. Lori Paulson, Paraprofessional Association President, gave a brief report. Ms. Paulson stated that recent activities included a Valentine’s Day bake sale and the annual salary and benefits discussions. Ms. Paulson said that while a few events were still planned for the semester, the para’s are on the downhill slope for the semester. The Board thanked Ms. Paulson for her report.
C. **WWCC Senate**

Ms. Tammy Register gave a brief report on behalf of the WWCC Senate. Ms. Register said that recent projects include the continued work on policy 4220B (Rank & Horizontal Advancement), semester scheduling and identifying inequalities on campus. Ms. Register reported that the Innovative Teaching Forums have been suspended for the Spring semester, but will resume in the fall. Dr. Leach added that with the scheduling project and the systems portfolio project, faculty are already stretched to their limits. Trustee Plant asked for clarification on identifying inequalities. Ms. Register said that while none have been identified so far, the Senate has been ‘sending out feelers’ on the subject. Trustee Plant suggested that the Senate address the issue of terminal degree compensation for faculty. Associate Vice President Budd stated that a mechanism already exists to recognize degrees in those types of situations. Trustee Plant asked for clarification on separating rank and horizontal advancement. Ms. Register stated that the present procedure does not allow for a faculty member to apply for one without the other. The Board thanked Ms. Register for her report.

D. **Hay Library**

Ms. Janice Grover-Roosa, Hay Library Director, gave the annual report for the Library to the Board. Ms. Grover-Roosa stated that she has tried to cultivate a more effective environment with a new reference and research area. Ms. Grover-Roosa presented a slide show of photos, including the new furnishings. Ms. Grover-Roosa said that student survey results indicated a lack of group study space, so several areas in the library were redesigned to allow for group interaction. Ms. Grover-Roosa said that the other impetus in redesigning spaces was to create a ‘presence’ rather than just a space. Ms. Grover-Roosa reported that several new databases were available including a “Scifinder” database which allows students to conduct searches based on chemical reactions. Ms. Grover-Roosa said that WWCC is the only community college to subscribe to this particular database. Ms. Grover-Roosa highlighted various efforts to create additional points of contact for students, such as meeting students on their own ‘turf’ rather than solely in the library. Ms. Grover-Roosa said that distance education students also need more points of contact and that she plans to develop a standard tutorial for Blackboard courses. President Honaker asked for more information on creating outside contact points for distance education students. Ms. Grover-Roosa said that she believes that distance education students are being underserved by Hay Library and many improvements can be made. President Honaker asked Ms. Grover-Roosa to name two obstacles impeding progress for Hay Library. Ms. Grover-Roosa responded that one obstacle would be antiquated information on the library’s webpage. Ms. Grover-Roosa provided a visual aid for the Board by displaying UW’s library webpage and then the webpage for Hay Library, pointing out that the UW webpage is easier to navigate and much more user friendly. Vice President Roth asked about the capability to access library information while logged into Blackboard. Ms. Grover-Roosa said that although the student cannot access other internet services while logged into Blackboard, they will have the ability to chat with a librarian while logged in. Trustee Plant commended the library staff on displaying books by visiting writers during their visits, and asked for Ms. Grover-Roosa’s opinion on the future of books. Ms. Grover-Roosa said that in her opinion books will be around forever and that books are the great equalizer. Ms. Grover-Roosa said that electronic forms are dependent upon having access to a computer and the internet, while hard copy books
are readily available and do not require additional equipment to be useful. Secretary Chadey commended the library staff on the changes made to the spaces in response to student needs. The Board thanked Ms. Grover-Roosa for her report.

E. Financial Aid

Mr. Javier Flores, Director of Financial Aid, gave the annual report to the Board of Trustees. Mr. Flores acknowledged his staff, calling them “Javie’s Heros”. Mr. Flores said that through a staff shortage and personal issues they still kept up with the student load. Mr. Flores said department objectives in the upcoming year will be making sure eligible students receive sufficient aid and customer service. Mr. Flores said that new Financial Aid workshops have been implemented to help students with FAFSA forms, and that although recent workshops have concentrated on athletes and prospective students the plan is to implement these workshops for all segments of the student population. Mr. Flores reported that the Financial Aid office needs to employ available technology to reduce workload caused by labor intensive projects. Mr. Flores said he believes this would give employees more time to be proactive in their customer service and anticipating possible problems for students before they become obstacles. Mr. Flores said that using the Colleague communication module and implementing the use of scanned documents will help with those time savings. Mr. Flores also reported that the space has been reorganized to create a reception area while retaining privacy for individual discussions. Trustee Boettcher asked about scholarships that are not awarded and how Mr. Flores planned to minimize those. Mr. Flores said that although they are working to increase the number of awards of particular scholarships, no one can force a student to apply for a scholarship. President Honaker asked if a comprehensive list of available scholarships, grants and other aid were available. President Honaker said that other than the Hathaway Scholarship, most parents are simply unaware of the opportunities available. Trustee Eckman also expressed a desire to see a comprehensive list. The Board thanked Mr. Flores for his report.

III. MINUTES

A. Approval

1. Trustee Plant made a motion to accept the minutes of both the February 7, 2012 Regular Meeting and the February 17, 2012 Special Meeting as presented. Motion approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS

A. Clearing Accounts and Electronic Funds Transfers

Acting Treasurer Boettcher moved to ratify the Clearing Accounts as designated in the amount of $2,776,065.05 and the Electronic Transfers as designated in the amount of $407,616.52 for a grand total ratification of $3,183,681.57. 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>249115 through 249927</td>
<td>$1,834,461.57</td>
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<tr>
<td>Payroll</td>
<td>159407 through 159908</td>
<td>$294,190.64</td>
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<tr>
<td>Advices</td>
<td>023224 through 023410</td>
<td>$647,412.84</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
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<td>$2,776,065.05</td>
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</table>

Electronic Funds Transfers

<table>
<thead>
<tr>
<th>Payroll Tax Payments to I.R.S.</th>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
</table>
Board Meeting Minutes – March 8, 2012 – Page 4

US Bank EFTPS-CHICAGO USATAXPYMT
A/C# 147497000116 $300,157.55

Credit Card Payments to US Bank Corporate Payment System

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<th>From</th>
<th>To</th>
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<td>EFT US Bank CC Payments</td>
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Bank to Bank Transfers
Investment Transfers

Total Electronic Funds Transfers $407,616.52

GRAND TOTAL FOR BOARD RATIFICATION $3,183,681.57

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

V. RECOMMENDED ACTION
A. Old Business
   1. 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 in the addendum 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
     o 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
     o 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
     o 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
  o Provides $$ for technology and equivalent services to distance students
• Orientation Fee: Reduce fee by $.50 full-time and $.10 part-time
  o Changing approach to programs has reduced the financial need this area

The total request is for a $4 increase in required fees for full time and no increase for part-time student required fees. This will move required fees to $193 per semester for full-time and $17/credit hour 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 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. Less than 1% of students end up in overload status.

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

Total Proposed Tuition and Required Fees, FY13 (per semester)

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<tr>
<th></th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td>$1093 (+$52)</td>
<td>$92/hr. (+$4)</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$2893 (+$148)</td>
<td>$242/hr. (+$12)</td>
</tr>
<tr>
<td>WUE</td>
<td>$1537 (+$64)</td>
<td>$129/hr. (+$5)</td>
</tr>
</tbody>
</table>

**Recommendation**
To approve the administration’s recommendation to increase overload fees to reflect FY13 base tuition increases and to increase required fees for full-time students by $4/semester and revise the required fee schedule as described in the status. Total required fees for FY13 will be $193/semester for full-time and $17/credit hour for part-time. The new fees will go into effect for Fall 2012.

Vice President Freeze gave an explanation of the proposed required fees. Vice President Roth made a motion to approve the administration’s recommendation as described above, excluding the proposed increase for student accident insurance. Vice President Roth explained that he wanted to have the student accident insurance separate because it is a direct cost to the college. Vice President Freeze clarified that $3 of the total $4 proposed increase is for student accident insurance. Vice President Freeze said that the other fees are internal costs and the Board could choose to implement other cost cutting measures such as cutting game room hours and decreasing intramural sports travel for example. Trustee Boettcher said that because the value of the dollar is lower, the proposal actually reflects a decrease and that WWCC has the lowest required fees in the state. Vice President Roth reminded the Board members that a vote on the proposed required fees is not a vote on the budget as a whole and that the Board can choose to have Administration take the funds from other areas. Vice President Roth asked for a roll call vote. The results of the roll call vote were as follows: Trustee Plant, Nay; Secretary
Chadey, Yay; Vice President Roth, Nay; Trustee Boettcher, Yay; and Trustee Eckman, Yay. Motion approved by vote.

Secretary Chadey made a motion to approve the proposed increase in required fees to cover student accident insurance. Trustee Plant asked if the rates have increased from the insurance carrier. Vice President Freeze said yes and explained that student accident insurance is bid and contracted on a three year rotation, with premium increases clearly stated for each year covered in the contract. Vice President Roth asked for a roll call vote. The results of the roll call vote were as follows: Trustee Plant, Nay; Secretary Chadey, Yay; Vice President Roth, Nay; Trustee Boettcher, Yay; Trustee Eckman, Yay. Motion approved by vote.

Recess for Executive Session
Secretary Chadey made a motion to recess the regular meeting to enter into Executive Session for personnel issues. Motion approved by vote. The regular meeting was recessed at 9:08 p.m. and Associate Vice President Budd was asked to participate in the Executive Session.

Reconvene Regular Meeting
Trustee Eckman made a motion to reconvene the regular meeting. Motion approved by vote. The regular meeting was reconvened at 10:12 p.m.

B. Consent Agenda
   1. Extinguishment of Bad Debts
State law provides that public entities must adopt procedures regarding the collection and extinguishment of bad debts. The College has adopted such procedures and has implemented same for many years. These procedures provide direction for discharging debts due the College, which the College deems uncollectible. On an annual basis, the Administration presents to the Board a listing of debts due the College, which, for various reasons, have been deemed to be uncollectible. By extinguishing debts, the accounts receivable of the College are “cleaned up” on an annual basis. These debts, though deemed uncollectible, are still owed the College and in most cases have been turned over to the collection agency for action. When one of these debts is collected, it is credited to the College’s “unanticipated revenue” account. Included in the addendum is a listing of debts the Administration is showing as uncollectible. The total deemed to be uncollectible is $41,420.78, which represents primarily the fall and spring semesters of 2009. In FY 2011, the Board extinguished $42,906.92 in bad debts; in FY 2010 the total was $35,650.66; in FY 2009 the total was $45,401.85; in FY 2008 the total was $35,156. The bad debt total, as a percentage of tuition collected, is about 1.0% and is well within the “industry standard” as reported by Dr. Jackie Freeze. Last year the Board asked the Administration to review collection procedures. This review has taken place among the various College employees involved in the process.

Recommendation
To declare the bad debts totaling $41,420.78 on the enclosed listing as uncollectible and to discharge and extinguish them as an accounts receivable of the College.
2. **Acceptance of Applications for Deposit of Public Funds**

Wyoming State Law requires that College funds be deposited in a financial institution that has been accepted as an official depository by the Board of Trustees. The financial institutions are required to make formal application. The Administration has received applications from the following financial institutions: First Bank, Rock Springs National Bank, Wells Fargo Bank, US Bank, Rawlins National Bank, Bank of the West, State Bank, Bank of Commerce, and Commerce Bank. All of our outreach locations are served by one or more of the above-listed banks.

**Recommendation**
To accept the above-named financial institutions as official depositories of public funds for Fiscal Year 2012-13.

3. **Bid Quotations, Carpet Replacement**

At the February meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the replacement of carpet in various areas of the College. The estimated cost of this project is $78,000. Bids were opened on March 1st as follows:

- J.C Jacobs Carpet One
  Rock Springs, Wyoming  
  $72,451.25

- Surfaces, Inc.
  Rock Springs, Wyoming  
  $77,860.00

The Administration is comfortable with the low bid and recommends it be accepted.

**Recommendation**
To accept the low bid of $72,451.25 from J.C. Jacobs Carpet One, Rock Springs, Wyoming, per bid specifications, for carpet replacement on the Rock Springs campus.

4. **Extension of Real Estate Brokerage Agreement (Moved to New Business)**

5. **Increasing the FY 2012 Unrestricted Operating Fund Budget**

From time to time it becomes necessary to increase various College budgets. These budget increases are typically prompted by increased revenues above previously-budgeted levels. The Unrestricted Operating Fund is typically increased in the spring of each year. Due to the system’s recapture and redistribution process which occurred in August, 2011, WWCC’s state revenues were reduced due to higher local 4-mill revenues resulting in a net increase of $494,348. In October, 2011, the Administration provided the Board with a listing of all the items the Administration planned to purchase with a cost of $15,000 or more. Additional revenues are also anticipated from Continuing Education, Community Education, General Course Fees, Workforce Training Fees, and miscellaneous other areas. There is also a large projected increase in Workforce Training Fees in the amount of $390,032.
### Revenues

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<th>Revenue Area</th>
<th>Current FY 2012</th>
<th>Proposed FY 2012</th>
<th>Increase</th>
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<tbody>
<tr>
<td>C.E. Business</td>
<td>$45,574</td>
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<tr>
<td>Community Education</td>
<td>$54,014</td>
<td>$71,589</td>
<td>$17,575</td>
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<td>General Course Fees</td>
<td>$390,000</td>
<td>$415,255</td>
<td>$25,255</td>
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<td>Workforce Training Fees</td>
<td>$316,536</td>
<td>$706,568</td>
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<td>Gen. State Appropriations</td>
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<td>($1,194,951)</td>
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<td>Mill Levy</td>
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<td>Motor Vehicle</td>
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<td>Investment Income</td>
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<tr>
<td>Miscellaneous Deposits</td>
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Total Revenue Increase: $969,878

### Expenditures

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<tr>
<th>Expenditure Area</th>
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<td>$9,022</td>
<td>$11,522</td>
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Instructional Support
### Recommendation

To increase the FY 2012 Unrestricted Operating Fund budget by $969,878, from $25,900,412 to $26,870,290.
6. College Participation in the State of Wyoming Surplus Property Program
For many years T & I employees have participated in the State of Wyoming Surplus Property Program. This program allows surplus supplies and equipment such as trucks, engines and motors to be given to participants for minimal shipping costs. This has been a source of supplies and equipment for training mock-ups, and has proven to be an excellent way to save money on basic training aids for students. The Technology & Industry Division, the WWCC Physical Plant Director and selected staff would like to continue to participate in the program. The Administration supports their request.

Recommendation
The Administration recommends that the Board approve continued College participation in the State of Wyoming Surplus Property Program.

7. Approval of Employee Resignation (Moved to New Business)

Trustee Boettcher made a motion to approve the recommendations from Administration on the consent agenda. Motion approved by vote.

C. New Business
1. Acceptance of Department of Labor (DOL) Trade Adjustment Assistance Community College and Career Training GRANT (TAA-CCCT) between Northern Wyoming Community College District, Central Wyoming College, and Western Wyoming Community College in partnership as the Wyoming Consortium
Western Wyoming Community College (WWCC) has been working with Northern Wyoming Community College District (NWCCD) and Central Wyoming College (CWC) for almost a year to procure this grant. NWCCD served as the lead institution on the grant with both WWCC and CWC serving as partner institutions as the Wyoming Consortium. The concept of the grant is to address the unique needs of adult learners to help them overcome time and place hurdles, recognize prior learning, provide effective advising and increase the likelihood of them persisting to completion of their goals. Specifically, WWCC will work with the extraction industry to identify the knowledge, skills, and abilities required for first-line supervisors and develop the course sequence for a certificate of completion in Industry Supervision (approximately 18 credit hours). The target population includes adults 25 years and older who are currently employed in the industry, but do not have the education or training to be promoted. Business Division Chair Brandi Moore provided an overview to the board at the December 2011 board meeting. The combined grant total is for $2,701,203 with WWCC’s portion at $817,136. The term of the grant is August 1, 2011 through June 30, 2014. There is a recognized difference between the term of the grant and the anticipated start date due to delayed grant processing. The initial grant application in April 2011 was not funded. With considerable support from United States Senator Enzi’s office and the American Association of Community Colleges, and working with the United States Department of Labor (DOL), 17 potential grantees were able to move forward with modifications. The Wyoming Consortium was one of those 17 with an anticipated start date of October 1, 2011 pending resubmittal within 60 days. That effort was in process last fall with subsequent resubmittal on November 30, 2011. The Wyoming Consortium received clarification that these 17 grants
will be funded, but there has been a significant lag time due to the bottleneck for processing grants through the DOL. As such, the Wyoming Consortium has been authorized by the DOL to move forward. The grant specification is for an MOU to be executed among the partnering institutions. Recently, Dr. Leach and the presidents of NWCCD and CWC signed the MOU, which declares the parties intent to work together on the grant and to carry out the activities contained in the project work plan, states the responsibilities of each party to the MOU, specifies the amount of funds for which each party is responsible, specifies the deliverables for each party, designates one member as the lead institution, and outlines the requirements for all parties to provide the information necessary to ensure accurate and timely reporting requirements are met. The next step would be for the board to officially accept the grant and increase the FY12 federal fund budget. The MOU period extends through the grant term and subsequent reporting period. Included in the addendum is a summary of the grant priorities, strategies, proposed projects, and a description of WWCC’s portion of the grant.

Recommendation
To officially accept the TAA-CCCT grant and to increase the FY12 federal fund budget by $817,136 for the purposes of operating the grant.

Dr. Leach gave an explanation of the grant. Vice President Roth made a motion to accept the grant, and to increase the federal fund budget for the purposes of operating the grant. Motion approved by vote.

2. Authorization to Purchase Wireless Network Equipment
As discussed during previous Board workshop sessions, the College is currently preparing to upgrade the wireless internet system. Currently, we do not have full wireless capacity throughout the campus and particularly in student housing. In addition to the coverage issue, technology has advanced beyond our capabilities. The current system is a wireless G with 54MB speed. It is recommended we upgrade to a wireless N with 300MB speeds and purchase additional access points in order to increase the wireless coverage. The college received two proposals for this equipment from Cisco and TNS for Aruba. Both companies participate in Western States Contract Alliance (WSCA) pricing and, therefore, can be considered sole source. The TNS Quote for the Aruba System was chosen as the provider because the system provides the college with scalability to better adapt to changes in the future and TNS quoted a lower price than Cisco. Additionally the quote included a three year service agreement in the total cost. The College has received a price quote of $258,581 from Trusted Network Solutions (TNS) for the Aruba Wireless Equipment. The College has the money budgeted to fund the project in this fiscal year.

Recommendation
To approve the purchase of Aruba equipment from Trusted Network Solutions, Salt Lake City, Utah in the amount of $258,581 for the wireless network upgrade.
Associate Vice President Budd gave an explanation of the proposed purchase. Trustee Boettcher asked if the equipment is the top technology available and how long it could be expected to last. Associate Vice President Budd said that this system was chosen because of its ability to adapt to future needs. President Honaker asked what the value of the service agreement was, and if it was included in the price quoted. Associate Vice President Budd said that the service agreement would be for 3 years, has a value of $30,000 and is included in the price quoted. Trustee Boettcher made a motion to approve the purchase of Aruba equipment from TNS as described above. Motion approved by vote.

3. Employment Contract 2011-2012, Associate Librarian
The Human Resources Office conducted a national search in November to fill the position of Associate Librarian. The Human Resources Office received 51 completed applications for this position. The Professional Standards Board conducted 3 on-campus interviews. The Professional Standards Board unanimously recommends that Mr. Jonathan Harwood be hired for the position. Mr. Harwood holds a Bachelor of Arts Degree and a Master of Arts degree in English Literature from the University of North Carolina-Charlotte. He also holds a Master of Arts degree in Library and Information Services from University of North Carolina-Greensboro. Mr. Harwood is currently employed at Sweetwater County Library System as a Head Librarian. He has held this position for 6 years. Prior to that, he was employed at Stanley County Public Library as a Reference Librarian for eight years. Mr. Harwood’s contract details would be as follows: Annual Salary, $64,471.00 for an 11 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; and Column Placement, Column II.

Recommendation
To offer an employment contract to Mr. Jonathan Harwood for the position of Associate Librarian for the period April 9th through June 30, 2012.

Interim Vice President Flaim gave an explanation of the proposed employment contract. Secretary Chadey made a motion to offer an employment contract to Mr. Jonathan Harwood as described above. Vice President Roth expressed concern that Mr. Harwood had been under the supervision of Ms. Grover-Roosa in the county library system, and would once again be supervised by Ms. Grover-Roosa if offered the employment contract. Associate Vice President Budd stated that Ms. Grover-Roosa was not Mr. Harwood’s supervisor in the county library system and believes that they also worked in separate buildings. Associate Vice President Budd commented that Mr. Harwood’s qualifications surpass those of Ms. Grover-Roosa, and that the position had been advertised twice. The motion was approved by vote.

4. Early release from Employment Contract: Anna McClure
Anna McClure has tendered her resignation effective April 30, 2012. Ms. McClure has worked for the College since December 2006 as the Web Systems Coordinator. Her current contract ends on June 30, 2012. Ms. McClure is asking for an early release from her contract for the employment year beginning July 1, 2011 and ending June 30, 2012. Ms. McClure’s husband has accepted a position in Gillette, Wyoming. The Administration supports Ms. McClure’s request. The College appreciates the contributions Ms.
McClure has made during her employment with Western Wyoming Community College and wishes her the best of luck in her new endeavors.

Recommendation
To approve Ms. McClure’s request for release from her 2011-2012 employment contract effective April 30, 2012.

Vice President Freeze gave an explanation of the early release request. Vice President Roth made a motion to approve Ms. McClure’s request for release from her 2011-12 employment contract effective April 30, 2012. Motion approved by vote.

5. Employment Contract 2011-2012
The Human Resources Office conducted a regional search in January and February to fill the position of Instructor/Assistant Professor of Nursing in Evanston, Wyoming. The Human Resources Office received 3 completed applications for this position. The Professional Standards Board unanimously recommends that Ms. Mary Lisa Silcox be hired for this position. Ms. Silcox holds an Associate of Science Degree in Nursing from Western Wyoming Community College and a Bachelor of Science Degree in Nursing from Western Governor’s University. She is currently working on her Master of Nursing from Western Governors University. She was employed with Uinta County Public Health in Evanston, Wyoming. She has held this position for six years. She was also employed as an Instructor of Nursing at Western Wyoming Community College. She held this position for 3 semesters. Ms. Silcox’s contract details would be as follows: Annual Salary, $48,634.00 for a 9 month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Mary Lisa Silcox of Evanston, Wyoming for the position Instructor of Nursing for the period March 19, 2012 through May 18, 2012.

Interim Vice President Flaim gave an explanation of the proposed employment contract. Trustee Boettcher made a motion to offer an employment contract to Ms. Silcox as described above. Motion approved by vote.

6. Approval to Proceed with Planning, Alternative High School Project in Cooperation with Sweetwater County School District #1
In 2011, Sweetwater County School District #1 (SCSD#1) proposed to place the new Alternative High School on the Western Wyoming Community College campus to facilitate students accessing dual enrollment courses as a part of their junior and senior years of high school. The alternative high school for Sweetwater County School District #1 was located in the annex of the Western Wyoming Community College campus for many years in the 1980’s and 1990’s. The alternative high school served many students in those years and closely tied the opportunity to attend college as the next step beyond the high school experience. SCSD#1 submitted a replacement facility for the current alternative high school for consideration to the State Schools Facility Commission. In the
prioritized list, the alternative high school for SCSD#1 was ranked 4th in the Needs Priority Index and funded by Senate Enrolled Act 009 as a design project by the 61st Legislature. WWCC has been in initial planning conversations with SCSD#1 about the curricular and operational plans for the facility. Legal counsel has been consulted and initially approved the proposed lease agreement concept for the land. The Schools Facility Commission will begin the site study to determine if the proposed location is adequate and appropriate for future construction. Four major tenets are being followed in the development of this project:

- The Alternative High School will be operated by SCSD#1. School discipline remains the responsibility of SCSD#1.
- Dual enrollment opportunities will be made available as appropriate by WWCC.
- The facility will be architecturally complimentary to the WWCC campus.
- The facility will revert to WWCC should SCSD#1 opt to no longer use it as an alternative high school.

This project is in its initial stages. As the project moves forward, the Administration will bring each item for approval to the WWCC Board of Trustees.

Recommendation

To authorize the Administration to proceed with the planning of a new Alternative High School in collaboration with Sweetwater County School District #1. All obligations, contracts, and agreements will be brought to the WWCC Board of Trustees for approval throughout the process.

Dr. Leach gave an explanation of the proposed planning. Trustee Plant made a motion to authorize the administration to proceed with planning a new Alternative High School in collaboration with Sweetwater County School District #1 as described above. Vice President Roth asked where the building would be located. Dr. Leach explained that the proposed site being considered is adjacent to the atrium and T&I wing, but that part of the design process will be to conduct core sample and other testing on the proposed location to ensure its suitability. The motion was approved by vote.

7. Employee Resignation, Trace Bevell

Mr. Trace Bevell has tendered his resignation effective June 30, 2012 at the end of his current contract. Mr. Bevell has worked for the College for three years full-time and two years as a part-time as the Head Men’s Basketball Coach. The administration supports Mr. Bevell’s request. The College would like to wish Mr. Bevell the best of luck in his future endeavors.

Recommendation

Accept Mr. Bevell’s resignation of employment effective June 30, 2012.

Vice President Freeze gave an explanation of the resignation. Secretary Chadey made a motion to accept Mr. Bevell’s resignation effective June 30, 2012. Motion approved by vote.
8. **Employee Resignation, Dr. Jennifer Penland**

Dr. Jennifer Penland has tendered her resignation effective May 18, 2012 at the end of her current contract. Dr. Penland has worked for the College for two years as an Associate Professor of Education. The administration supports Dr. Penland’s request. The College would like to wish Dr. Penland the best of luck in her future endeavors.

**Recommendation**

To accept Dr. Penland’s resignation of employment effective May 18, 2012.

Interim Vice President Flaim gave an explanation of the resignation. Trustee Plant made a motion to accept Dr. Penland’s resignation as described above. Vice President Roth asked if exit interviews were conducted with employees who resign. Associate Vice President Budd said that interviews are conducted with every full-time employee who leaves the college’s employ. Vice President Roth said that any conceptual data or trends identified during those interviews would be helpful information for the Board to have. Motion approved by vote.

9. **Employee Resignation, Brandi Moore**

Ms. Brandi Moore has tendered her resignation effective May 18, 2012 at the end of her current contract. Ms. Moore has worked for the College for nine years as an Assistant Professor of Office Information Systems. The administration supports Ms. Moore’s request. The College would like to wish Ms. Moore the best of luck in her future endeavors.

**Recommendation**

To accept Ms. Moore’s resignation of employment effective May 18, 2012.

Interim Vice President Flaim gave an explanation of the resignation. Secretary Chadey made a motion to accept Ms. Moore’s resignation as described above. Vice President Roth asked if Ms. Moore would qualify as an adjunct instructor. Interim Vice President Flaim said yes. Motion approved by vote.

10. **Extension of Real Estate Brokerage Agreement (Moved from Consent Item #4)**

In September, 2011, the Board of Trustees extended Brokerage Southwest’s real estate brokerage agreement to market the lots in the College View Commercial Park until March 23, 2012. The commission is 4%. The Administration recommends that the Agreement be extended for six months until September 23, 2012. Jim Anselmi indicates that information about the lots is still being downloaded from the internet from various companies, but there is no real interest at this time regarding sales. The commercial/industrial-type real estate that is getting the most attention is in the industrial sector, rather than in the commercial sector.

**Recommendation**

To extend the real estate brokerage agreement between WWCC and Brokerage Southwest until September 23, 2012.
Vice President Kelsey gave an explanation of the requested real estate brokerage agreement extension. Trustee Boettcher stated that the Board should reconsider its plans for the lots in the College View Commercial Park in light of the current commercial real estate market. Trustee Boettcher made a motion to table the agreement extension. Motion approved by vote.

11. Employment Resignation, Melinda Hickman (Moved from Consent Agenda Item #7)
Ms. Melinda Hickman has tendered her resignation effective at the end of her 2011-12 contract. Ms. Hickman has worked for the College since August, 2010 as an Associate Professor of Business. Her current contract ends on May 18, 2012. Ms. Hickman is resigning to pursue other opportunities. The Administration supports Ms. Hickman’s request. The Administration wishes her the best in her future endeavors.

Recommendation
To accept Ms. Hickman’s resignation effective May 18, 2012.

Interim Vice President Flaim gave an explanation of the resignation. Vice President Roth made a motion to accept Ms. Hickman’s resignation as described above. Motion approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
Dr. Leach gave the Board an update on the efforts to implement a Driver’s Education program. Dr. Leach provided the Board members with a cost analysis reflecting different levels of cost recovery. Dr. Leach stated that the absolute lowest cost to students would be $149 for the online portion of the course and $120 for the driving portion of the course per student. Dr. Leach emphasized that this tuition rate would not cover college expenses associated with the program such as vehicle insurance, vehicle maintenance or instructor salary. Dr. Leach said the program would cost the college approximately $540 per student. Trustee Boettcher said that the program is an important community need as well as a health and safety need. Trustee Boettcher said that he’d like to see WWCC be the first choice for Driver’s Education programs. Trustee Boettcher asked for a more detailed cost analysis, including estimates on how many students could be accommodated along with cost and subsidy requirements at each level.

Vice President Kelsey reported that the information on bookstore pricing that had been requested had been provided and offered to answer any questions. Vice President Roth expressed concern that while the information did show the percentage of markup on products, it did not contain profit levels. Vice President Roth said that he would like to see projections on revenue lost due to rental text books, and whether a higher profit level on non-essential items would help to lower prices on essential items. Vice
President Kelsey said that the profits are not broken down by product and that ‘bottom line’ profits are already used to keep prices as low as possible. Trustee Plant suggested asking faculty to limit how often they change textbooks. President Honaker said that she doesn’t believe changing textbooks is a significant driving force behind the price increases for textbooks. Dr. Leach said that even rental textbooks cost between 75-80% of the purchase price and that pricing from the publisher is the problem.

Associate Vice President Caldwell gave an update on the AQIP project. Associate Vice President Caldwell said that the public comment period will end on March 9 and that she had received notification that the team that will review our systems portfolio has been selected. Associate Vice President Caldwell said that the final draft of the systems portfolio will be brought forward for Board approval at the May Board meeting and that the deadline to submit the portfolio to AQIP is June 1st.

Board Assistant Kandy Frink reported that she has been receiving feedback on the new paperless Board packet system. Ms. Frink said that she sends a link to access the Board packet information each month to all employees and receives positive comments from multiple employees each month.

D. Trustee Questions/Topics
Trustee Plant reminded the Board of his desire to have the directors and actors from Kinderford attend a workshop session. Dr. Leach said that they had not been invited to the March workshop due to the length of the agenda, and that the next few months will likely be filled with other issues but they will be invited to a future workshop.

Trustee Plant expressed concern that while Division Chairs are asked to present to the Board on an annual basis, other sub-groups are not given the same opportunity. Dr. Leach asked Ms. Frink to provide the Board members with a list of the annual reports so that any lack of representation can be identified.

Trustee Boettcher suggested the formation of an ad-hoc committee to study the issue of the College View Commercial Park. President Honaker asked what the timing would be to form such a committee. Trustee Boettcher said that the committee should be formed at the earliest opportunity.

Vice President Roth stated that the Wyoming Association of Community College Trustees would hold a meeting on April 19th at WWCC. Vice President Roth also said that a reception would be held for the Wyoming Community College Commission on the evening of April 19 at the residence of President Honaker, with the actual commission meeting occurring on April 20 at WWCC.

President Honaker provided a re-cap of the Legislative session. President Honaker reported that the community colleges received $7.5 million for enrollment growth, which she feels is due to the various trustees lobbying their representatives for the funding. President Honaker said that she feels there is a lot of education that needs to take place and that two of our representatives have never even been on the WWCC campus. Vice President Roth said that Senator Marty Martin was the sponsor on the bill for the community college funding. Vice President Roth said that he was surprised at some of the ‘non-support’ by our legislators. Trustee Plant said that the coalition in
the house did a great job. President Honaker said that having the support of the Speaker of the House helped although she believes that the problems are not over and that this victory could have a significant cost in the future.

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

VII. CALENDAR OF FUTURE EVENTS
April 6-9   WWCC Holiday, Offices Closed
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
April 20   WCCC Meeting
TBA   Rock Springs, WWCC

VIII. ADJOURNMENT
Having no further business to act on, President Honaker adjourned the regular meeting at 11:33 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