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 7:22 p.m., Thursday, April 12, 2012, in Board Room
   3060, Rock Springs campus, President Shannon Honaker presiding.

B. Approval of Agenda
   1. Vice President Roth made a motion to accept both the consent and regular
      agendas as presented. Motion approved by vote.

II. REPORTS
A. Associated Student Government
   None

B. Paraprofessional Association
   Ms. Lori Paulson, Paraprofessional Association Chair, gave a brief report on the
   activities of the group. Ms. Paulson reported that the association will hold its final
   meeting of the academic year in May. Ms. Paulson also said that individual
   committees are continuing to review and revise their guidelines. Trustee Plant asked
   how the Board could help the association in its endeavors. Ms. Paulson replied that
   having the support of the Trustees is much appreciated. The Board thanked Ms.
   Paulson for her report.

C. WWCC Senate
   Mr. Chris Will, Instructor of Musical Theatre, gave a brief report on behalf of the
   Senate. Mr. Will said that work continues on policy and procedure 4220B, Rank and
   Horizontal Advancement. Mr. Will said that other recent discussion items have
included revising the spring holiday schedule to allow the semester to end earlier, and super enhanced professional development funds. Vice President Roth asked if the Senate were still hosting the faculty lunch forums. Mr. Will said that the program is on hiatus for the Spring semester due to poor attendance. President Honaker asked Mr. Will to pass on her appreciation of the work done for policy review. The Board thanked Mr. Will for his report.

D. Math/Science/Engineering
Dr. Bud Chew, Math/Science/Engineering Division Chair, gave the annual report for the division to the Board. Dr. Chew reported that the division recently hosted the Wyoming Math, Physics and Chemistry articulation meeting. Dr. Chew said that Chuck Newberg was instrumental in arranging the meeting. Dr. Chew also reported that Ms. Sarah Pauley has been elected as the Vice Chair of the American Mathematical Association of Two Year Colleges, which puts WWCC in the spotlight. Dr. Chew went on to say that the department is excited to be welcoming an additional faculty member, the first expansion of the division in 12 years. In the Math program, Dr. Chew reported that the Math Achievement Center which uses an Emporium model, now has feedback data to assess. In the Science area, Dr. Chew reported that April 20th is the UW Undergraduate Research Day. Dr. Chew said that seven students from WWCC will be attending. Dr. Chew also said that the program is expanding the variety of offerings for students. Dr. Chew went on to say that Dr. Will Clark received an additional INBRE grant of $5,000. Dr. Chew reported that this is his last year as division chair, with Rocky Barney taking over next year. In closing, Dr. Chew said that the Academic Council supports Mr. Lou Flaim for the position of Vice President of Student Learning.

Vice President Roth said that Dr. Chew is a tremendous asset to the division and to the college. Trustee Plant complimented Dr. Chew on the variety of courses offered in the division. Trustee Boettcher said that some instructors make a big difference in the life of their students, and that Dr. Chew is one of those instructors. President Honaker said that the Board is unanimous in their praise of Dr. Chew and the division, saying that Dr. Chew is an important part of the team. President Honaker then asked when data from the Emporium model would be made available to the Board. Dr. Chew said that he would make inquiries and would have the information as soon as possible. President Honaker said that the request is not urgent but the Board is excited to see the data.

III. MINUTES
A. Approval
1. Trustee Eckman made a motion to approve the minutes of the March 8, 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 $2,911,753.48 and the Electronic Transfers as designated in the amount of $416,624.46 for a grand total ratification of $3,328,377.94. Motion approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>249928 through 250780</td>
<td>$1,803,132.43</td>
</tr>
<tr>
<td>Payroll</td>
<td>159909 through 160492</td>
<td>$463,640.08</td>
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Advises 023411 through 023596  $644,980.97
Total – All Clearing Account Warrants $2,911,753.48

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

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

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<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
<td>$58,282.19</td>
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Bank to Bank Transfers

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<tr>
<th>From</th>
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<tbody>
<tr>
<td></td>
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<td>0.00</td>
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</table>

Investment Transfers

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<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
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Total Electronic Funds Transfers $416,624.46

GRAND TOTAL FOR BOARD RATIFICATION $3,328,377.94

(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. Extension of Real Estate Brokerage Agreement

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.

Trustee Eckman made a motion to take the extension agreement off the table. Motion approved by vote. Trustee Boettcher made a motion to form a committee to review various aspects of the College View Commercial Park and to table the extension of the real estate agreement until such time as the committee deems appropriate. Motion approved by vote.
B. Consent Agenda

1. Bid Quotations, Roof Replacements

At the February, 2012 meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for the replacement of roofs on the Rock Springs campus. The Board was informed that the estimated cost of this work was $180,000. Bids were opened on April 3rd. Bid results were as follows:

Clark’s Quality Roofing, Inc.
Salt Lake City, Utah $187,650

Warburton’s Roofing, Inc.
Pleasant Grove, Utah $224,230

Major Maintenance funds are budgeted and available to pay for this work. Clark’s Quality Roofing is a very good company which has done a lot of work for the College in the past. Work is expected to commence in early June.

Recommendation
To accept the low bid submitted by Clark’s Quality Roofing, Inc., Salt Lake City, Utah, in the amount of $187,650, per bid specifications for roof replacements on the Rock Springs campus.

2. Bid Quotations, Elevator Renovations

At the October, 2011 meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for the renovation of the elevators adjacent to the Atrium. The Board was informed that the estimated cost was $62,000. Bids were opened on April 2nd. Bid results were as follows:

Thyssenkrupp, Inc.
Salt Lake City, Utah $59,909

Kone, Inc.
Salt Lake City, Utah $77,994

The Administration has carefully reviewed the bid of Thyssenkrupp and is satisfied that they meet all bid requirements and can successfully perform this work. Work is scheduled to be commenced at the end of May. Major Maintenance funds are budgeted and available to pay for this work.

Recommendation
To accept the low bid submitted by Thyssenkrupp, Inc., Salt Lake City, Utah in the amount of $59,909, per bid specifications, for the renovation of elevators on the Rock Springs campus.

Vice President Roth made a motion to accept the administration’s recommendations on the consent agenda. Motion approved by vote.
C. **New Business**

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

   Mr. Lou Flaim officially applied for the position of vice president of student learning in the last national search; we interviewed him via phone and discovered his extensive background and experience in business, administration, financial planning, and supervision. He has served as interim vice president of student learning since the beginning of January 2012. The PSB discussed at length the relative merits of interviewing applicants in person for 48 hours versus working directly with a candidate for almost three months. The PSB feels confident that the three months of working with Mr. Flaim has provided the college with a superior indication of Mr. Flaim’s skill sets, his dedication to WWCC, and his fitness for the job than any brief interview process might. The PSB voted unanimously to appoint Mr. Flaim as our new vice president of student learning. The college has invested a large amount of time, money, and resources into finding the best person for the job of vice president of student learning. We think that the process has resulted in choosing the best candidate for the position. Mr. Flaim holds a Bachelor of Science degree in Biology from the University of Utah in Salt Lake City, Utah and an MBA from NOVA University in Ft. Lauderdale, Florida. Mr. Flaim is currently the interim vice president of student learning at Western Wyoming Community College, he has held this position for four months. Mr. Flaim has been a full time instructor at Western Wyoming Community College since August of 2007. Prior to this, Mr. Flaim was employed at Questar Companies in various supervisory capacities for 26 years. Mr. Flaim also served in the US Army Medical Services Core, 9th Infantry Division from 1975-1979. He rose to the rank of Captain, received an Army Commendation Medal for Exceptional Performance of Duties and was honorably discharged in 1979. Mr. Flaim’s contract details would be as follows: Salary, $107,000 for a 12 month contract; Fund, Current; Rank, N/A; Column Placement, N/A.

   **Recommendation**

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

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

2. **FY2013 Salaries and Benefits**

   In April of each year, the Board of Trustees considers salaries and staffing for the upcoming fiscal year. Again this year, the Administration has worked closely with the Senate and Paraprofessional Salary and Benefits Committees in developing recommendations. (Policies and Procedures 4210C and 4310A). This spring the Wyoming Legislature approved legislation, signed by the governor, which provided no funding for WWCC employee salary increases. The legislature provided enrollment growth funds this year but with the caveat that these funds were not to be used by the colleges for pay increases. Specific language contained in the legislation stated “Of this general fund appropriation, seven million five hundred thousand dollars ($7,500,000.00) shall
only be expended to address issues associated with enrollment growth and shall not be used for salary increases”. There was a significant amount of pressure placed on the community colleges to honor the sentiment that no raises be given for FY13. Additionally, it appears that both state and local revenues are likely to be down next year (FY 2013-14) due to low natural gas prices. Based on the above and after careful considered of the salary and benefit requests from the College Senate and from the Paraprofessional Association the College President’s recommendations for salaries and staffing are included in the addendum and are supported by the entire Executive Council.

Recommendation
The College President recommends that the Board of Trustees act to extend FY 2012-13 employment contracts and approve related salary and benefit matters.

Dr. Leach gave an explanation of the proposed salaries and benefits for FY 2013. Secretary Chadey made a motion to extend employment contracts and approve related salary and benefit matters for FY13. A roll call vote was requested, with the following results: Trustee Plant, Nay; Trustee Eckman, Yay; Trustee Boettcher, Yay; Treasurer Reese, Nay; Secretary Chadey, Yay; Vice President Roth, Nay; and President Honaker, Yay. Motion approved by vote.

3. Deleting Employee fees for Wellness Center and Swimming Pool
For many years the college has had a fee for utilizing the wellness center and swimming pool. Dollars collected help defray the cost of maintenance and equipment. Employees have always been assessed at the same rate as the community for swimming and students for the wellness center. Executive Council is recommending that the $40 per semester individual swimming pool fees and the $15 per semester wellness center fee be eliminated for employees. If we are committed to wellness of our employees, this helps to send a positive message and to remove the cost of participating in these exercise efforts. This recommendation is for employees only.

Recommendation
To approve the administration’s recommendation to eliminate the $40 per semester individual swimming pool fee and the $15 per semester individual wellness center access fee for employees.

Vice President Freeze gave an explanation of the proposed fee elimination. Secretary Chadey made a motion to approve the fee elimination as described above. Motion approved by vote.

4. Approval of a new Certificate of Alternative Fuel Technology
A 39-Credit Alternative Fuel Vehicles Certificate program has been developed that will add an option to the existing Automotive Technology degree program. This certificate option will be beneficial to existing Automotive Technology students as well as for the automotive professions in the community. The idea for the implementation of an alternative fuels technology program at WWCC
came from local industry as well as the Automotive Advisory Committee affiliated with the Automotive Technology Program at WWCC. This group of automotive repair shop owners and managers from all sectors of the industry including new car dealerships, independent repair centers, corporate and government fleet operations have advocated for such a certificate program. The trend that the committee has seen is towards a dramatic increase in the use of alternative fuel vehicles coming into their shops and service centers. This trend has emphasized the pronounced lack of qualified technicians who can properly repair these vehicles and put them back into service in a timely manner. These new cars and trucks are so technologically advanced and so different from customary automobiles that most shops cannot work on any of them. WWCC has listened to the industrial community and has developed a certificate program that will enhance technical abilities within the workforce. The six new courses involved with this certificate will be taught in existing facilities.

Recommendation
To approve the Certificate of Alternative Fuel Vehicle Technology for offering Fall semester 2012.

Vice President Flaim gave an explanation of the proposed program. Trustee Plant made a motion to approve the Certificate of Alternative Fuel Vehicle Technology as described above. A short discussion ensued regarding potential for demand for the program. Vice President Roth asked for clarification on the approval process. Vice President Flaim stated that once the Board approves the program, it will go to the Wyoming Community College Commission for consideration. Vice President Roth asked if we could still offer the courses if the program is not approved by the WCCC. Vice President Flaim said yes. A short discussion ensued regarding CNG vehicles, filling stations and environmental impact. The motion was approved by vote.

5. Employment Contract 2012-2013, Instructor/Assistant Professor of English
The Human Resources Office conducted a national search in February and March to fill the position of Instructor/Assistant Professor of English. The Human Resources Office received 67 completed applications for this position. The Professional Standards Board conducted 6 telephone interviews and 4 on-campus interviews. The Professional Standards Board unanimously recommends that Joshua Grant be offered this position. Mr. Grant holds a Bachelor of Arts Degree in English from University of Massachusetts in Amherst, Massachusetts and a Master of Arts degree in English from Simmons College in Boston, Massachusetts. Mr. Grant is currently employed as an Adjunct Instructor at Massasoit Community College and Middlesex Community College. Prior to that, he was employed at Madison Park High School as an English Teacher for three years. Mr. Grant’s contract details would be as follows: Annual Salary, $52,056.00 for a 9 month contract; Fund, Unrestricted Operating Fund; Rank, Assistant Professor; Column Placement, Column II.

Recommendation
To offer an employment contract to Mr. Joshua Grant for the position of Assistant Professor of English for the period August 16, 2012 through May 17, 2013.
Vice President Flaim gave an explanation of the proposed employment contract. Secretary Chadey made a motion to offer an employment contract to Mr. Joshua Grant as described above. Motion approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Vice President Kelsey reported that the third quarter financial report was provided to the Board. Vice President Kelsey said that the statement is within normal patterns with no problems or concerns.

   Dr. Leach told the Board that the Drivers Education update would be postponed until the May Board meeting.

   Dr. Leach reported that a new process for how contributions are handled is being developed. Dr. Leach said that at present, no process exists to ensure that the system is not taken advantage of. Dr. Leach said that the procedure will go through the Board policy review process after it's been tested. Vice President Roth asked for clarification on audit processes between the College and the Foundation. Vice President Kelsey said that the Foundation is a component of the College and that both have independent audits done yearly. The audit findings from the Foundation are included in the College audit. A short discussion ensued regarding the proposed process.

   Dr. Leach reminded the Board that a special meeting would be held on May 2 to discuss capital construction funding options.

   Dr. Leach reported that the Mountain States Employers Council yearly report on regional salaries would be available in two weeks.

   Dr. Leach reminded the Board that the Employee Service Awards would be held on April 18 at 12:00 p.m.

   Vice President Freeze reported that a mailing regarding early registration was mailed to 453 people, with responses being received as quickly as 24 hours later.

   Vice President Freeze reported that she and Dr. Leach had recently attended the Entering Student Engagement Institute (ESSI) conference. Vice President Freeze said that the conference concentrated on two areas; Academic Advising and Part-time Students. A short discussion ensued regarding WWCC's Advising Committee. President Honaker asked that the Board receive a report on the results of the new approach as soon as possible.
D. **Trustee Questions/Topics**
Trustee Plant thanked the AQIP team for allowing him to attend the review meetings.

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

F. **Executive Session - Legal/Personnel**
Trustee Eckman made a motion to suspend the regular meeting to enter into Executive Session for personnel and legal issues. Motion approved by vote. The regular meeting was suspended at 8:56 p.m.

VII. **CALENDAR OF FUTURE EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 19</td>
<td>WACCT Meeting</td>
</tr>
<tr>
<td>TBA</td>
<td>TBA</td>
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<tr>
<td>April 19</td>
<td>WCCC Reception</td>
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<tr>
<td>5:30 p.m.</td>
<td>Honaker Residence, RS</td>
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<tr>
<td>April 20</td>
<td>WCCC Meeting</td>
</tr>
<tr>
<td>April 26</td>
<td>Rock Springs, WWCC</td>
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<tr>
<td>5:30 p.m.</td>
<td>Athletic Recognition Banquet</td>
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<tr>
<td>May 3</td>
<td>ASG Banquet</td>
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<tr>
<td>5:30 p.m.</td>
<td>WWCC Atrium, RS</td>
</tr>
<tr>
<td>May 10</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>May 10</td>
<td>Regular Board of Trustees Meeting</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td>Room 3060</td>
</tr>
<tr>
<td>May 18</td>
<td>Nurse’s Pinning Ceremony</td>
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<tr>
<td>1:00 p.m.</td>
<td>WWCC Theatre, RS</td>
</tr>
<tr>
<td>May 18</td>
<td>Commencement</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Rushmore Gymnasium, RS</td>
</tr>
<tr>
<td>May 19</td>
<td>GED Graduation</td>
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<tr>
<td>10:00 a.m.</td>
<td>WWCC Theatre, RS</td>
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<tr>
<td>May 28</td>
<td>WWCC Holiday, Offices Closed</td>
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VIII. **ADJOURNMENT**
President Honaker reconvened the regular meeting at 1:10 a.m. Vice President Roth made a motion to proceed with the Nursing accreditation appeal process. Motion approved by vote. Having no further business to act on, President Honaker adjourned the regular meeting at 1:15 a.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