Board of Trustees

REGULAR MEETING MINUTES
May 10, 2012

Trustees Present:
Shannon Honaker, President
James Roth, Vice President
Lynne Chadey, Secretary
Bob Reese, Treasurer
Dick Boettcher
George Eckman
Chris Plant

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success Services
Lou Flaim, VP for Student Learning
Sandy Caldwell, Assoc. VP for Student Learning
Laurie Watkins, Assoc. VP for Student Success Services
Carla Budd, Assoc. VP for Administrative Services

Trustees Absent:
None
Brandi Moore
Casey Terrell
Jennifer Allen
Debbie Baker
Lori Paulson
David Tate
Ryan James
Paul Johnson
Kandy Frink

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 7:55 p.m., Thursday, May 10, 2012, in Board Room 3060, Rock Springs Campus, President Shannon Honaker presiding.

   B. Approval of Agenda
      1. Trustee Eckman made a motion to revise the order of the agenda items under New Business, with all employment matters to be considered after an Executive Session; with the Executive Session to take place after the remaining New Business agenda items had been considered; and to approve the consent and regular agendas as revised. The motion was seconded by Trustee Boettcher and approved by vote.

II. REPORTS
   A. Associated Student Government
      Mr. Casey Terrell, ASG President, gave a brief report on the activities of the group. Mr. Terrell reported that recent events included a masquerade ball, ASG elections and the ASG Banquet. Mr. Terrell said that ASG had also given away over 35 dozen donuts to students during a ‘donut morning’ recently held. Mr. Terrell commended Sodexho on the catering for the ASG banquet, saying that the food was great.

      Mr. Terrell presented a proposed school song, The Mustang Fight Song, and asked the Board to approve the song as the official school song. Trustee Boettcher made a
motion to approve the proposed school song. The motion was seconded by Treasurer Reese and was approved by vote. Vice President Freeze noted that Mr. Terrell was one of WWCC’s Outstanding Graduates, and had been nominated for the honor by seven different individuals. The Board thanked Mr. Terrell for his report and for his leadership of the ASG.

B. Paraprofessional Association
Ms. Lori Paulson, Paraprofessional Association Chair, gave a brief report on the activities of the group. Ms. Paulson said that elections for Paraprofessional Officers and committees had been held and that Ms. Kasey Straube would be the new Chair. Ms. Paulson reported that it was a good year for the association. Ms. Paulson invited the Board members to the annual Para Potluck lunch to be held on May 24 at noon. The Board thanked Ms. Paulson for her report.

C. WWCC Senate
Ms. Jennifer Allen, Assistant Professor of Computer Information Systems, gave a brief report on behalf of the college senate. Ms. Allen said that the senate worked extensively on policy 4220B and has given their recommended changes to the Human Resource department. Ms. Allen said that other projects included professional development fund allocations, committee structures/representation and streamlining the Spring course schedule. The Board thanked Ms. Allen for her report.

D. Business/Office Information Systems
Ms. Brandi Moore, Business Division Chair, gave the annual report for the division. Ms. Moore said that a new advisory council had been established for the accounting courses and that 54 sections of Computer Information Systems were offered during the Spring semester. Ms. Moore reported that all the CIS instructors were brought to campus for training and the department received rave reviews of the training. Ms. Moore also said that the department is considering the creation of a standardized final exam for the CIS courses. Ms. Moore went on to say that most division faculty were able to attend at least one conference or seminar in the last year. Ms. Moore praised the team that worked on the grant application for the TAA CCCT grant. Ms. Moore reported that the computer lab is being considered for a layout change and new furniture. Dr. Leach said that she hates to see Ms. Moore leave and that if not for her work on it, WWCC would not have received the TAA CCCT grant. The Board thanked Ms. Moore for her report and wished her well in all her endeavors.

E. Technology and Industry
Mr. Paul Johnson, Technology and Industry Division Chair, gave the annual report for the division. Mr. Johnson reported that the division has been in survival mode since Vice President Flaim left his position as an instructor in order to accept his new position. Mr. Johnson said that the Alternative Fuels certificate will be a great addition to the Automotive programs. Mr. Johnson said that the new mustang is fast and that the students have already been taught how to adjust the computer settings to make it go even faster. Mr. Johnson reported that the Compressed Natural Gas (CNG) unit had been installed in the suburban. Mr. Johnson said that new instructor Bill Bonini is doing wonderfully and is a good team member. Mr. Johnson also said that the numbers of students in the Industrial Maintenance, Welding and Instrumentation programs are strong, and that those programs will need to have their equipment updated in the near future. The Board thanked Mr. Johnson for his report.
III. MINUTES
A. Approval
   1. Trustee Eckman made a motion to approve the minutes of the April 12, 2012 regular meeting as presented. The motion was seconded by Treasurer Reese and was approved by vote.

   2. Secretary Chadey made a motion to approve the minutes of the May 2, 2012 special meeting as presented. The motion was seconded by Trustee Eckman and was 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 $2,169,555.32 and the Electronic Transfers as designated in the amount of $490,338.53 for a grand total ratification of $2,659,893.85. The motion was seconded by Secretary Chadey and was approved by vote.

   Clearing Accounts
   Warrant Nos.       Amount
   Vouchers 250781 through 251234 $971,356.82
   Payroll 160493 through 161139 $535,588.01
   Advices 023597 through 023789 $662,610.49
   Total – All Clearing Account Warrants $2,169,555.32

   Electronic Funds Transfers

   Payroll Tax Payments to I.R.S.
   From US Bank
   To EFTPS-CHICAGO USATAXPYMT
   A/C# 147497000116 $312,747.04

   Credit Card Payments to US Bank Corporate Payment System
   From US Bank
   To EFT US Bank CC Payments
   A/C# 147497000116 $177,591.49

   Bank to Bank Transfers
   0.00

   Investment Transfers
   0.00

   Total Electronic Funds Transfers $490,338.53

   GRAND TOTAL FOR BOARD RATIFICATION $2,659,893.85

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

V. RECOMMENDED ACTION
A. Old Business
   None
B. Consent Agenda

1. Bid Quotations, Phase I Work, Courtyard No. 2 Renovation

At the February meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for Phase I construction of the renovation of Courtyard No. 2. Bids were received on April 26, 2012. Only one bid was received as follows:

MD Nursery and Landscaping
Driggs, Idaho $66,980

The landscape architect, David Ohde, estimated that the cost for this work would be about $60,000. The Administration recommends that this bid be accepted. Funds are budgeted in the FY 2011-12 budget for this project. It is anticipated that work will commence the week after graduation and will be completed by early July. Phase II work will be done next summer.

Recommendation
To accept the bid from MD Nursery and Landscaping, Driggs, Idaho, in the amount of $66,980, per bid specifications, for Phase I work on the renovation of Courtyard No. 2.

2. Acceptance of Re-employment Contracts for FY 2012-13

During the regular meeting of the Board of Trustees held on April 12, 2012, per the recommendations of the College President, authorization was given to the administration to extend re-employment contracts to those employees recommended for re-employment for FY 2012-13. (Policy and Procedure 4210C) Contracts were sent out for signature on April 13, 2012 and were due back into the Human Resources Office on April 27, 2012.

Recommendation
To accept and execute the 2012-13 re-employment contracts received by the administration.

3. Authorization to Purchase a Metal Testing System as Sole Source

The Technology and Industry Division is requesting the purchase of one metal testing system as a sole source purchase for the welding lab. This piece of equipment is necessary to maintain Welding Program certification by the American Welding Society (AWS). Policy 3210 A requires the Board to approve such purchases: “Competitive bidding and comparative quotations may not be necessary when direct negotiations may best serve the needs of the College. The most common reason for not bidding or obtaining comparative quotations is when the product or service of a sole source supplier is being recommended. When such proposed purchasing being recommended amounts to $50,000 or more, the Board of Trustees must approve same. Written justification for such purchasing must be attached to the requisition prior to the issuance of a purchase order.” Existing equipment used for strength testing of metals for welding and metallurgy courses is about thirty years old and functioning poorly. The equipment has failed due to normal “wear and tear”. Equipment accuracy is not certifiable. Repair parts are no longer available for this model. Total cost of a model MTI-60K Universal Testing System is
$61,425. Because Measurements Technology, Inc. is the only manufacturer of this model of metal tester, this purchase qualifies as a sole source purchase.

Recommendation
To authorize the administration to purchase the MTI-60K Universal Testing System as a sole source purchase for $61,425.

Trustee Eckman made a motion to approve the Administration’s recommendations on the Consent Agenda. The motion was seconded by Secretary Chadey and was approved by vote.

C. New Business

1. Fiscal Year 2012-13 Tentative Budget
   Wyoming Statutes require that Western Wyoming Community College’s governing board review the Tentative Budget by May 15th of each year. The budget is presented for discussion purposes only; the board is not required to take any action. On pages 1 through 4, the Board will find some information regarding a comparison of the 2011-12 Unrestricted Operating Fund budget with the tentative 2012-13 budget. On page 5, the Board will find some summary information regarding all funds of the College, depicting actual FY 2010-11 revenues and expenditures, budgeted FY 2011-12 revenues and expenditures, and revenues and expenditures tentatively budgeted for FY 2012-13. Following page 5, the Board will find some detailed information regarding each fund, including actual revenues received in FY 2011-12 through April 17th, budgeted expenditures for FY 2011-12, and revenues and expenditures tentatively budgeted for FY 2012-13. After the detailed information, commencing on page 7, the Board will find the following:
   - Pie Charts for the Unrestricted Operating Fund
   - Pie Charts for all Current Funds of the College
   - Plant Fund Pie Chart (page 9)
   - Listing of One-Time Expenditures $15,000 and Greater (page 10)
   - Listing of New & Expanded/Changes Positions (page 11)

   In light of the Governor’s recent decision to call for 8% budget cuts in FY 2013-14, the Administration will be reviewing certain expenditures in this FY 2012-13 Tentative Budget for possible changes. The Board of Trustees has the opportunity to meet again in workshop session again, if desired, and offer comments and direction to the Administration.

   Recommendation
   None. No action required. Discussion Only.

   Vice President Kelsey gave an explanation of the tentative budget, stating that the numbers were the same as what was presented to the Board at their April budget workshop.

2. Remuneration for Degree Attainment
   Ms. Amy Williamson has completed the course work and was awarded a Master of Education in Curriculum and Instruction on February 1, 2012. Ms. Williamson is employed by the College as the Director of the Children’s Center.
Ms. Williamson is requesting this degree be considered for additional pay due to her educational achievement beyond the minimum qualifications required by the position. College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee which unanimously recommended approval and found her degree to be position related, therefore warranting additional remuneration.

**Recommendation**
That the Board of Trustees approve additional annual compensation in the amount of $1969.00 for the completion of a Master of Education for Ms. Williamson.

Associate Vice President Budd gave an explanation of the additional remuneration for Ms. Williamson. Trustee Eckman made a motion to approve the additional annual compensation for Ms. Williamson as described above. The motion was seconded by Treasurer Reese and was approved by vote.

3. **Academic Quality Improvement Program (AQIP) Systems Portfolio Document and Submission Approval**
Western Wyoming Community College is an accredited institution in good standing with the Higher Learning Commission (HLC) of the North Central Association. Since formal admittance in the Academic Quality Improvement Program (AQIP) in 2008 through HLC, Western is maintaining its continuing accreditation using the AQIP process. The Systems Portfolio is one step in that process. The culture of Western is one of continuous improvement. A sincere commitment to meeting the Mission of the College is a part of everyday operations across the College. The College’s own Guiding Principles set the tone for how faculty and staff put the Mission into action. When reviewing the AQIP categories, the College acknowledges how closely aligned these categories are to the Guiding Principles. The AQIP process is structured around quality improvement principles and processes and involves a structured set of goal-setting, networking, and accountability activities including Strategy Forums, Action Projects, Systems Portfolios and Appraisals, Quality Check-Up Visits, and Re-Affirmation. The Systems Portfolio is a 100-page document that provides an overview of the College’s processes, results, and improvements organized in nine AQIP Categories. The Board has been updated at least annually on the AQIP process and the College’s activities related to current AQIP Action Projects and the development of the Systems Portfolio. The AQIP Systems Portfolio is due to HLC no later than June 1, 2012. As a component of the AQIP process, the Board must approve the document and its subsequent submission to HLC prior to the deadline. The planning for the Systems Portfolio began 18 months ago with actual development occurring for the last 16 months. The College devised a strategy using a co-chair approach and teams for each of the Nine AQIP Categories. These teams had specific member as well as others who wanted to serve on various Categories. As a result, over 50+ faculty and staff were directly involved in the development of the document. Throughout the process, internal and external feedback was openly solicited through Associated Student Government (ASG), student flyers, newspaper advertisements, open forums, electronic access, and distribution of hardcopies. Currently, the draft copy is available for public access and comment on the College’s website. Hardcopies have been distributed through ASG and have
been located throughout the campus. The Board has been updated throughout the development of the Systems Portfolio to ensure that the College is meeting its obligations and accreditation requirements through the AQIP process. The AQIP Systems Portfolio is in its final draft form and is ready for submission. The Board has received a hardcopy of the document. Any last revisions will be limited to any missed editing or grammar corrections. Target date for submission to HLC is Monday, May 21, 2012.

Recommendation
To approve the Western Wyoming Community College Academic Quality Improvement Process Systems Portfolio document and authorize the Administration to submit the document no later than June 1, 2012, as required to Higher Learning Commission of the North Central Association.

Dr. Leach gave an explanation of the Systems Portfolio. Trustee Plant made a motion to approve the document and authorize the Administration to submit the document as described above. The motion was seconded by Trustee Eckman. A short discussion ensued regarding quality check timelines for the Higher Learning Commission and the AQIP review process. Trustee Eckman said that the portfolio is an impressive and useful document. The motion was approved by vote.

4. Approval of Memorandum of Understanding Between Western Wyoming Community College and the WWC Foundation
For several months, College staff and Foundation staff have been discussing a new methodology for handling the receipt and dispersal of contributions to the College heretofore handled by the College. Several of Wyoming’s community colleges handle these types of contributions in the manner being recommended. The Administration is recommending that this change in handling contributions be considered on a one year trial basis. The MOU provides that either party (College or Foundation) can terminate the MOU at any time with 60 days' notice. If terminated, all remaining funds held by the Foundation revert to the College. The major reasons why the Administration is making this recommendation are as follows:

- The Foundation, as a 501(c)(3), is better suited to accept these types of contributions and to administer these funds. Moreover, some organizations require that their contributions be given to a 501(c)(3) entity.

- Through the Foundation, contributions can be properly acknowledged, including the distribution of year-end tax forms.

- Through the Foundation, donor restrictions can be recorded and tracked properly.

- Expenses can be properly authorized per donor restrictions.

The Foundation staff is supportive of this effort and the College Administration anticipates no significant issues going forward. The College’s legal counsel, Galen West, has approved this proposed MOU.
Recommendation
To approve the Memorandum of Understanding between Western Wyoming Community College and the WWC Foundation regarding contributions to the College.

Vice President Kelsey gave an explanation of the MOU. Dr. Leach added that during the WWC Foundation meeting earlier in the day, the MOU was presented for their consideration and they recommended additional language allowing for revisions to the document. A short discussion ensued regarding audit processes and fiduciary responsibility. Trustee Boettcher made a motion to approve the MOU with the addition of a provision “This MOU may be revised by either party.” The motion was seconded by Trustee Plant. After additional discussion, Trustee Boettcher changed his motion on the revised language to read “This MOU may be revised upon agreement of both parties”. The motion was approved by vote with Vice President Roth voting 'Nay'.

5. Approval to Transfer Selected Account Balances to the WWC Foundation in Connection with the Memorandum of Understanding Between the College and the WWCC Foundation
Should the Board of Trustees approve the Memorandum of Understanding between the College and the WWC Foundation regarding contributions to the College, then the Administration, upon full execution of the MOU, would transfer College funds to the WWC Foundation. The Administration would, upon full execution of the MOU, transfer full account balances of the accounts listed below to the WWC Foundation. The amounts depicted below are estimates at the time of this writing. These amounts could increase or decrease at the time of transfer. These accounts listed below, are specifically named in the MOU that currently have balances to transfer.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Name</th>
<th>Current Approximate Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>420842</td>
<td>Museum</td>
<td>$ 9,233</td>
</tr>
<tr>
<td>550702</td>
<td>Theatre Patrons</td>
<td>$ 13,253</td>
</tr>
<tr>
<td>610841</td>
<td>President’s Discretionary</td>
<td>$ 31,583</td>
</tr>
<tr>
<td>810408</td>
<td>Externally Funded Scholarships</td>
<td>$100,000</td>
</tr>
<tr>
<td>520202</td>
<td>Mustang Booster Club</td>
<td>$189,000</td>
</tr>
<tr>
<td>520203</td>
<td>Wrestling Boosters</td>
<td>$ 3,011</td>
</tr>
<tr>
<td>520207</td>
<td>Volleyball Boosters</td>
<td>$ 12,834</td>
</tr>
<tr>
<td>520208</td>
<td>Men’s Basketball Boosters</td>
<td>$ 13,991</td>
</tr>
<tr>
<td>520209</td>
<td>Women’s Basketball Boosters</td>
<td>$ 8,097</td>
</tr>
<tr>
<td>520210</td>
<td>Men’s Soccer Boosters</td>
<td>$ 1,380</td>
</tr>
<tr>
<td>520211</td>
<td>Women’s Soccer Boosters</td>
<td>$ 3,444</td>
</tr>
</tbody>
</table>

Recommendation
To authorize the Administration to transfer full account balances of the College accounts listed herein to the WWC Foundation, upon receipt of a fully-executed
Memorandum of Understanding between the College and the WWCC Foundation pertaining to College contributions.

Vice President Kelsey gave an explanation of the proposed transfer of funds. Trustee Boettcher made a motion to authorize the Administration to transfer full account balances of the College accounts listed as described above. The motion was seconded by Trustee Eckman. A short discussion ensued regarding restricted donations and discretionary funds. Vice President Roth made a motion to remove the President’s Discretionary Account, numbered 610841 and to retain those funds within the institution. The motion was seconded by Treasurer Reese. Vice President Kelsey gave an explanation on the “President’s Discretionary” account, stating that although the title implies fully unrestricted funds, that is not always the case. Trustee Boettcher suggested changing the title of the account to “Institutional Discretionary”. The motion to remove the “President’s Discretionary” account was approved by vote. The motion to transfer funds as revised was approved by vote.

6. Capital Construction at WWCC
At a special meeting of the Board of Trustees held on May 2nd, the Board discussed various matters associated with proposed new capital construction initiatives at Western. Among other things, the scope of capital construction work together with financing options were discussed. The WWCC Executive Council is of the opinion that a second floor should be constructed associated with the already-approved first floor of the proposed Wellness/Athletic Facility Renovation and Expansion project. The Council also recognizes that the existing wrestling room and athletic weight room need to be renovated into general purpose classrooms. The projected cost of these two projects is:

- Wellness/Athletic Facility Renovation and Expansion: $8,829,678 (Includes 4% Contingency)
- Wrestling & Weight Room Renovations: $227,760 (Includes 4% Contingency)

Total: $9,057,438

Below are three financing options. Each of the three options include the legislative appropriation of $2,195,478, the exception budget appropriation of $1,196,239 and FY 2011-12 end-of-biennium monies of $550,000. This leaves a balance of $5,115,721.

Option I
- Lease Revenue Bond with estimated annual payment of $195,000: $3,000,000
- College Cash: $2,115,721

Total: $5,115,721
Option II
- Lease Revenue Bond with estimated annual payment of $134,000: $2,000,000
- College Cash: $3,115,721
  Total: $5,115,721

Option III
- Lease Revenue Bond with estimated annual payment of $102,000: $1,500,000
- College Cash: $3,615,721
  Total: $5,115,721

Recommendation:
None. Board to consider scope of project and then consider financing options.

Dr. Leach gave an explanation of the proposed financing options, stating that no action was required at this time.

Recess for Executive Session
Trustee Eckman made a motion to recess the regular meeting to enter into Executive Session for Personnel issues. The motion was seconded by Trustee Plant and was approved by vote. The regular meeting was recessed at 9:38 p.m.

Reconvene Regular Meeting
Trustee Eckman made a motion to reconvene the regular meeting. The motion was seconded by Trustee Boettcher and was approved by vote. The regular meeting was reconvened at 11:55 p.m.

7. President’s Re-employment Contract for FY 2012-2013

During the regular meeting of the Board of Trustees held on April 12, 2012, authorization was given to the Administration to extend re-employment contracts to those employees recommended for re-employment for FY 2012-13. (Policy and Procedure 4210C). When employee contracts were sent out for signature on April 13, 2012, the Board and the President had not concluded discussions on the President’s contract. Those discussions were held in Executive Session during the May 2, 2012 special meeting.

Recommendation
To approve the College President’s re-employment contract for FY 2012-13.

Dr. Leach gave an explanation of the proposed contract. Trustee Eckman made a motion to revise the re-employment contract with the following changes to take effect July 1, 2012: 1) Annual Salary, $175,000; 2) One-time ‘Merit Award’ of $5,000 to be paid on July 1, 2012; 3) Amending item 7 of existing contract to allow for unrestricted use of a college vehicle and associated fuel costs for all out of town college business. The motion was seconded by Trustee Boettcher and was approved by vote with Vice President Roth, Treasurer Reese and Trustee Plant voting ‘Nay’. Trustee Eckman made a motion to renew the employment contract as amended. Secretary Chadey seconded the motion which was approved by vote with Vice President Roth voting ‘Nay’.
8. **Employment Contract 2012-2013**
The Human Resources Office conducted a national search in February and March to fill the position of Instructor/Assistant Professor of Mathematics. The Human Resources Office received 22 completed applications for this position. The Professional Standards Board conducted 6 telephone interviews and 2 on-campus interviews. The Professional Standards Board unanimously recommends that Lydumyla Stephens be offered this position. Ms. Stephens holds a Bachelor of Science Degree and a Master of Science Degree both in Mathematics from the Kharkiv G.S. Scovoroda National Pedagogical University in Kharkiv, Ukraine. Ms. Stephens is currently employed as a part time instructor of mathematics at Western Wyoming Community College. She has been teaching for Western for two years. Prior to that, she was employed at School #55 in Kharkiv, Ukraine as an instructor of mathematics and computer science for four years. Ms. Stephens’s contract details would be as follows: Annual Salary, $47,957.00 for a 9 month contract; Fund, Unrestricted Operating Fund; Rank, Assistant Professor; Column Placement, Column II.

**Recommendation**
To offer an employment contract to Ms. Lyudmyla Stephens for the position of Assistant Professor of Mathematics for the period August 16, 2012 through May 17, 2013.

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

9. **Employment Contract 2012-2013**
The Human Resources Office conducted a national search in March and April to fill the position of Instructor/Assistant Professor of Office Information Systems. The Human Resources Office received 9 completed applications for this position. The Professional Standards Board unanimously recommends that Margaret Frericks be offered this position. Ms. Frericks holds an Associate of Arts Degree and an Associate of Science Degree from Western Wyoming Community College. Ms. Frericks also holds a Bachelor of Science Degree in Information Technology from Capella University. Ms. Frericks is currently employed as a lecturer in the Office Information Systems Department. She has held this position for three years. Prior to that, she was employed at Western Wyoming Community College as an Office Information Systems Lab Assistant for approximately nine years. Ms. Frericks contract details would be as follows: Annual Salary, $48,367.00 for a 9 month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column II.

**Recommendation**
To offer an employment contract to Ms. Margaret Frericks for the position of Instructor of Office Information Systems for the period August 16, 2012 through May 17, 2013.

Vice President Flaim gave an explanation of the proposed employment contract. Trustee Eckman made a motion to offer an employment contract as
described above. The motion was seconded by Trustee Plant and was approved by vote.

10. **Employment Contract 2012-2013**
The Human Resources Office conducted a national search in February and March to fill the position of Instructor/Assistant Professor of Anthropology/Geology. The Human Resources Office received 14 completed applications for this position. The Professional Standards Board conducted 5 telephone interviews and 3 on-campus interviews. The Professional Standards Board unanimously recommends that Dana Pertermann be offered this position. Dr. Pertermann holds a Bachelor of Arts in Geology from the University of Minnesota in Minneapolis, Minnesota; Master of Arts Degree in Historical Archaeology from the Illinois State University in Normal, Illinois; PhD in Anthropology, Texas A&M University, College Station, Texas. Dr. Pertermann is also currently working on a Master of Arts Degree in Geology from the Texas A&M University. Dr. Pertermann’s contract details would be as follows: Annual Salary, $57,385.00 for a 9 month contract; Fund, Unrestricted Operating Fund; Rank, Associate Professor; Column Placement, Column II.

**Recommendation**
To offer an employment contract to Dr. Dana Pertermann for the position of Associate Professor of Anthropology/Geology for the period August 16, 2012 through May 17, 2013.

Vice President Flaim gave an explanation of the proposed employment contract. Trustee Eckman made a motion to offer an employment contract as described above. Vice President Roth stated that he believes the salary is too low and asked to amend the motion to include a directive to re-evaluate the initial placement for Dr. Pertermann. Trustee Eckman agreed to add the amendment to his motion. Secretary Chadey seconded the amended motion, which was approved by vote.

11. **Employment Contract 2012-2013**
The Human Resources Office conducted a national search in March and April to fill the position of Head Men’s Basketball Coach. The Human Resources Office received 90 completed applications for this position. The Professional Standards Board conducted 12 telephone interviews and 5 on-campus interviews. The Professional Standards Board unanimously recommends that Ryan Orton be offered this position. Mr. Orton holds a Bachelor’s Degree in Physical Education/Health from Eastern Oregon University, LaGrande, Oregon and a Master of Science Degree in Physical Education from Eastern Washington University in Cheney, Washington. Mr. Orton is currently the Assistant Men’s Basketball Coach at the University of Alaska-Anchorage. He has held this position for three years. Prior to this, he was an Assistant Men’s Basketball Coach at Montana State University, Bozeman Montana; Northwest Nazarene University, Nampa Idaho; Lane Community College; Eugene, Oregon and Eastern Washington University, Cheney, Washington. Mr. Orton’s contract details would be as follows: Annual Salary, $56,820.00 for a 10 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.
Recommendation
To offer an employment contract to Mr. Ryan Orton for the position of Head Men’s Basketball Coach for the period July 1, 2012 to June 30, 2013.

Vice President Freeze gave an explanation of the proposed employment contract. Secretary Chadey made a motion to offer the employment contract as described above. The motion was seconded by Vice President Roth and was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Dr. Leach reported that she had met with officials from Carbon County School District #1 and #2 regarding dual and concurrent enrollment.

   Dr. Leach stated that a breakfast meeting would be held in Rock Springs to discuss economics in Wyoming. Dr. Leach said that the meeting would include John Hay and other speakers. Dr. Leach said that area legislators had also been invited.

   Dr. Leach asked for the Board’s consideration in changing the June meeting date from June 14 to June 13. Trustee Eckman made a motion to change the June meeting date to June 13. The motion was seconded by Trustee Plant and was approved by vote.

   Dr. Leach reported that various state level meetings will occur in Casper on June 5, 6 and 7; including a Wyoming Community College Planning retreat, a WACCT meeting and the WCCC business meeting.

D. Trustee Questions/Topics
   Trustee Plant thanked Dave Metz for teaching the ‘Einstein’ course, saying that he truly enjoyed it.

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

VII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 18</td>
<td>Nurse’s Pinning Ceremony</td>
<td>WWCC Theatre, RS</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 18</td>
<td>Commencement</td>
<td>Rushmore Gymnasium, RS</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 19</td>
<td>GED Graduation</td>
<td>WWCC Theatre, RS</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 28</td>
<td>WWCC Holiday, Offices Closed</td>
<td></td>
</tr>
</tbody>
</table>
VIII. ADJOURNMENT
Having no further business to act on, President Honaker adjourned the regular meeting at 12:11 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