Board of Trustees

REGULAR MEETING MINUTES (REVISED)
September 13, 2012

Trustees Present: 
Shannon Honaker, President
Jim 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 Planning & Improvement
Laurie Watkins, Assoc. VP for Student Success Services
Carla Budd, Assoc. VP for Administrative Services

Trustees Absent: 
Harvey Anderson
Jami Anderson
Amy Williamson

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 7:19 p.m., Thursday, September 13, 2012 in Board Room 3060, Rock Springs Campus, President Shannon Honaker presiding.

B. Approval of Agenda
Vice President Roth made a motion to move the Executive Session to follow New Business and to approve the consent and regular agendas as revised. Treasurer Reese seconded the motion which was approved by vote.

II. REPORTS
A. Associated Student Government
Mr. Harvey Anderson, ASG President, gave a brief report on the activities of the group. Mr. Anderson said that a float trip had been held on September 1st and had great participation. Mr. Anderson said that upcoming activities include a blood drive and elections. Vice President Roth commended the ASG on their help with the recent Reliance Reunion celebration. The Board thanked Mr. Anderson for his report.

B. WWCC Senate
Ms. Jennifer Allen, Assistant Professor of Computer Science/Office Information Systems, gave a brief report on behalf of the WWCC Senate. Ms. Allen reported that goals for the Fall semester include finalizing work on policy 4220B, conducting the ‘Great Teachers Seminar’ and resuming the lunch hour forums. Ms. Allen also said that the Senate would like to include other campus groups in the planning for the
Winter Party to make it a more collaborative campus-wide effort. President Honaker thanked the Senate for their work on policy 4220B. Vice President Roth also thanked the group for their work on the policy but cautioned that it may require additional work once all the feedback has been received. The Board thanked Ms. Allen for her report.

C. **Paraprofessional Association**
   None.

D. **Children’s Center**
Ms. Amy Williamson, Children’s Center Director, gave the annual report for the center. Ms. Williamson reported that they had a busy year with high enrollment. Ms. Williamson said that last year four languages were represented through the children in the center, which was a benefit to the others. Ms. Williamson said that this year the only non-English language represented is Spanish. Ms. Williamson said that sign language has also been added to the curriculum and not only teaches the children another way to communicate but also improves their dexterity in the process. Ms. Williamson said that a creative movement dance program designed to help 3-5 year olds with their motor skills was started last year, and she is excited that the new dance instructor plans to continue the program. Ms. Williamson reported that teachers from the center attended the national conference, and 2 teachers were presenters at the conference. Trustee Plant commended Ms. Williamson on the work done in the children’s center. Trustee Eckman asked for clarification on the creative movement dance program. Ms. Williamson said that it could compare to pre-ballet or jazz and teaches the children how to control their bodies and follow directions. President Honaker complimented Ms. Williamson on the 2 teachers chosen to present at the national conference stating that it speaks highly of them to be chosen. The Board thanked Ms. Williamson for her report.

E. **Developmental Studies**
Ms. Jami Anderson, Director of Developmental Studies, gave the annual report for the division. Ms. Anderson reported that 125 students completed their GED in the last year with 93 of those from Rock Springs and 15 from the county jail. Ms. Anderson said that the development center served 62 students at the county jail last year. Ms. Anderson said that completion rates of GED students will become even more important as grant funding requires a high program pass rate. Ms. Anderson said that once the test becomes privatized, the cost will rise and grant funding will be more important than ever since 61% of participants currently qualify for free testing. Ms. Anderson also reported that she is the TEAL project site coordinator and that the goal of the program is to increasing writing in GED programs. Ms. Anderson said that the initiative also fits in with other strategies at the college. Ms. Anderson reported that the Option III program is being utilized most heavily by Rock Springs High School students, although she is working with Green River High School to increase the opportunities for their students. Ms. Anderson reported that the College Studies Institute continues to be successful, with 100% of completers improving their compass test scores. Ms. Anderson stated that the Peer Tutor Center changes depending on the needs of students. Ms. Anderson said that the center currently uses Skype to tutor outreach students and also has tutors for SmartThinking. Ms. Anderson reported that recruiting for the Dad’s Making a Difference grant program has been challenging this year due to more employment opportunities for potential participants. Trustee Plant stated that he is concerned about the GED test becoming privatized and asked Ms. Anderson to keep
him apprised of developments. Ms. Anderson said that the test will be a Pearson Vue test, and WWCC is already an approved testing site. Ms. Anderson said the cost increase will likely occur in 2014. Trustee Plant asked what differences would be in the test. Ms. Anderson said that the privatized version will be aligned with curriculum and will have more of a knowledge and application base. Trustee Boettcher asked who will design the new test. Ms. Anderson said that it will be a national standardized test designed by Pearson Vue. Vice President Roth asked if the new test would require a change in teaching methodology. Ms. Anderson said that higher level math skills will be required. President Honaker said that she is pleased with the program and sees the college studies program growing. President Honaker also commended Ms. Anderson on the Dad’s grant program, stating that it is very dear to her.

III. MINUTES
A. Approval
1. Trustee Plant made a motion to accept the minutes of the August 9, August 14 and August 17, 2012 meetings as presented. The motion was seconded by Secretary Chadey 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 $4,151,028.98 and the Electronic Transfers as designated in the amount of $391,734.79 for a grand total ratification of $4,824,003.79. Trustee Plant seconded the motion, which was approved by vote.

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<tr>
<th>Clearing Accounts</th>
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<tbody>
<tr>
<td>Vouchers</td>
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<tr>
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<td>Advices</td>
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<td>Total – All Clearing Account Warrants</td>
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**Electronic Funds Transfers**

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

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**Credit Card Payments to US Bank Corporate Payment System**

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**Bank to Bank Transfers**

0.00

**Investment Transfers**

0.00

Total Electronic Funds Transfers

$391,734.79

**GRAND TOTAL FOR BOARD RATIFICATION**

$4,542,763.77
V. RECOMMENDED ACTION
A. Old Business
   None

B. Consent Agenda
   1. Financial Interest Disclosures
      The 1997 Legislature passed legislation, now codified as Wyoming Statute 6-5-118, which deals with conflict of interest associated with investments made by College officials. Included in the addendum are letters from the Board Treasurer, College President, Vice President for Administrative Services, and the Director of Finance & Controller which disclose the financial interest(s) the incumbents in these positions have with the financial institutions with which the College does or may do business. This disclosure must be made annually to the Board of Trustees.

      Recommendation
      To acknowledge receipt of the letters as referenced above.

   2. Increase in the FY 2012-13 Federal Fund and Misc. Restricted Fund Budgets
      Each year the Federal Fund budget and sometimes other fund budgets have carryover monies from the previous fiscal year that need to be budgeted in the new fiscal year. The following Federal Fund accounts have carryover monies from the 2011-12 fiscal year which need to be budgeted in the 2012-13 fiscal year.

      | Account              | Amount     |
      |----------------------|------------|
      | Perkins              | $164,302   |
      | INBRE                | $10,308    |
      | Gear Up              | $216,750   |
      | ABE 2012             | $5,204     |
      | EL Civics            | $497       |
      | Homeland Security    | $801       |
      | Dads’ Making a Difference | $115,726 |
      | TAA-CCCT             | $810,160   |

      Total: $1,323,748

      The following Miscellaneous Restricted Fund budget account has carryover money from the 2011-12 fiscal year which needs to be budgeted in the 2012-13 fiscal year.

      State ABE  $    2,178

      Recommendation
      To increase the FY 2012-13 Federal Fund budget by $1,323,748 and to increase the FY 2012-13 Miscellaneous Restricted Fund budget by $2,178.
Trustee Boettcher made a motion to accept the administrative recommendations on the consent agenda. The motion was seconded by Treasurer Reese and was approved by vote.

C. New Business
1. Master Plan Draft Distribution
Vice President Kelsey stated that the final draft of the master plan had been completed and distributed via internet cloud technology. Vice President Kelsey said that no action would be required at this time but that the plan must be approved and submitted before the end of October. Vice President Kelsey asked that Board members thoroughly review the document and be prepared to consider its approval at the October Board meeting. Vice President Kelsey also stated that even if the plan is approved, it can be amended at any time.
President Honaker asked if questions could be directed to Vice President Kelsey, and also asked that any Board member who schedules a time to discuss a particular part of the plan also notify Ms. Frink so that multiple meetings for the same concern can be eliminated.

2. Early Release from Employment Contract: Laura Grossnickle
Laura Grossnickle tendered her resignation on August 13, 2012 with an effective date of August 31, 2012. Ms. Grossnickle has worked at the College for six years as the GEAR UP Assistant Coordinator. She has resigned to accept other employment and she is asking for an early release from her 2012/13 contract. Policy 4230B, Resignations. The administration supports Ms. Grossnickle’s request. The College greatly appreciates the work Ms. Grossnickle has done in the course of her employment and wishes her the best of luck in her future endeavors.

Recommendation
To approve Ms. Grossnickle’s request for release from her 2012/2013 employment contract.

Vice President Freeze gave an explanation of the request. Trustee Plant said that breaking contracts is not something the college should be promoting and asked Trustee Boettcher to speak on the issue. Trustee Boettcher said that while a resignation in the middle of the year is cause for concern, this request came at the beginning of an academic year and he will support the request. Dr. Leach said that Ms. Grossnickle is still fulfilling her duties as a cheer coach and adjunct instructor. Vice President Freeze said that the staffing needs for the Gear Up program are being reviewed. Trustee Eckman made a motion to approve the request for early contract release for Ms. Laura Grossnickle. The motion was seconded by Secretary Chadey and was approved by vote with Trustee Plant voting ‘Nay’.

3. Approval of a new Supervision and Leadership Certificate
An 18-Credit Supervision and Leadership Certificate program has been developed that will add an option to the existing industrial technology and business management degree programs. The Supervision and Leadership Certificate is designed to fill the needs of industry by providing students with the knowledge and skills required for career advancement in the workplace as well as providing students with the skills they need to enter a new career as a supervisor or manager. All of the major industries in Sweetwater County were
asked to provide input into the curriculum. Industries in the area have a difficult time finding qualified people to fill their supervisory and managerial positions. Qualified people outside the area often do not want to relocate to Sweetwater County. The current workforce who prefers to live in the area rarely has the education and skills needed to advance into these positions. This certificate will meet the promotional requirements so the current workers have the opportunity to be promoted and more local people can back-fill the vacancies left by the promotions.

**Recommendation**

To approve the Supervision and Leadership Certificate for offering Spring semester 2013.

Vice President Flaim gave an explanation of the proposed certificate, stating that the number of credit hours is 21 rather than the 18 hours referenced in the write up. Vice President Roth asked who would teach the courses. Vice President Flaim said that some of the courses are already offered and all the courses would be taught by current faculty. Secretary Chadey asked how long the program would be. Vice President Flaim said the program is designed to be completed in 3 semesters. President Honaker applauded the quick development of the program in response to industry needs. Dr. Leach explained that the proposed program will still need to be approved by various state level councils and the Wyoming Community College Commission. Secretary Chadey made a motion to approve the certificate as described above. The motion was seconded by Trustee Boettcher and was approved by vote.

**Recess for Executive Session**

Trustee Eckman made a motion to recess the regular meeting to enter into Executive Session for legal issues. The motion was seconded by Trustee Boettcher and approved by vote. The regular meeting was recessed at 8:16 p.m.

**Reconvene Regular Meeting**

Trustee Eckman made a motion to reconvene the regular meeting. The motion was seconded by Trustee Boettcher and approved by vote. The regular meeting was reconvened at 9:45 p.m.

Treasurer Reese made a motion to adopt the following statement from Board President Honaker:

Statement of Shannon Honaker
President, Western Wyoming College Board of Trustees
September 13, 2012

As was previously stated at the April 12, 2012 regular Board meeting, the Western Wyoming Community College Board of Trustees was not made aware of any national accreditation concerns regarding Western’s nursing program until the end of the April 10, 2012 budget workshop, and no action was taken.

The nursing program, along with all other programs Western offers, is of paramount importance to this Board. Since the national accreditation issues came to the Board’s attention in April, the Board and administration have been pro-active in seeking a workable solution for Western’s recent nursing graduates and current nursing students.
Even though national accreditation is done on a voluntary basis, this Board is committed to taking all necessary actions to promptly restore the nursing program’s national accreditation. These actions could potentially include seeking legal remedies. We will pursue all available avenues.

Because some of these actions are being taken in anticipation of possible litigation, the Board’s legal counsel has advised that specific strategies and actions not be publicly discussed at this time.

In addition, as Board president, I have appointed a subcommittee of Board members to individually review the accreditation status of each program offered at Western so nothing like this can happen again.

In addition, the President of the College, the Vice President for Student Learning and the Associate Vice President for Planning and Improvement have been directed to give the Board an ongoing and detailed report of all actions related to restoration of the nursing program’s national accreditation.

The public needs to know that Western’s nursing program is fully accredited by the Wyoming State Board of Nursing, which licenses nurses in the state of Wyoming. In 2011, 100% of Western’s nursing graduates passed the national licensure exam within six months of completing their college program.

All current graduates are eligible for licensure in Wyoming upon satisfactory completion of the National Council Learning Exam (NCLEX). Once licensed, they are eligible for employment in Wyoming as registered nurses.

To state this more concisely, these students will have been graduates of an accredited Wyoming nursing program, and will be eligible to be licensed as registered nurses (RN’s) in Wyoming.

Given the quality of Western’s nursing program, the caliber of its nursing graduates, and the program’s historically high licensure exam pass rates, any employer within the state of Wyoming should find Western Wyoming Community College nursing graduates highly prepared and well qualified for employment. We are very proud of each of them.

The motion to adopt the statement 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 requested that the date of the October Board meeting be revised due to a lack of an available quorum on the regularly scheduled date. Trustee Boettcher made a motion to move the October Board meeting to Thursday, October 4, 2012. The motion was seconded by Trustee Plant. After a brief discussion, it was determined that
October 2\textsuperscript{nd} would be a more viable date. Trustee Boettcher withdrew his previous motion and made a motion to move the October Board meeting to Tuesday, October 2, 2012. The motion was seconded by Trustee Eckman and was approved by vote.

D. **Trustee Questions/Topics**

None.

E. **Topics for Future Workshop Agendas**

1. Facility Tours
2. BOCES Reports

F. **Executive Session - Legal/Personnel (Moved)**

VII. **CALENDAR OF FUTURE EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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| Sept. 17 | WCCC Strategic Planning Meeting  
Casper College, Casper, Wyoming |
| Sept. 18 | Wyoming Community College Summit  
Casper College, Casper, Wyoming |
| Oct. 4 6:00 p.m. | Regular Board of Trustees Workshop  
Room 1003 |
| Oct. 4 7:15 p.m. | Regular Board of Trustees Meeting  
Room 3071 |
| Oct. 10-13 | ACCT Leadership Congress  
Boston, MA |
| Oct. 19 | WWCC Holiday – Offices Closed |
| Oct. 19 | WCCC Meeting  
Riverton, WY |
| Nov. 8 6:00 p.m. | Regular Board of Trustees Workshop  
Room 3071 |
| Nov. 8 7:15 p.m. | Regular Board of Trustees Meeting  
Room 3060 |
| Nov. 22-23 | WWCC Holiday – Offices Closed |

VIII. **ADJOURNMENT**

Having no further business to act on, President Honaker adjourned the regular meeting at 9:45 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