Board of Trustees

REGULAR MEETING MINUTES
October 2, 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 Planning and Improvement
Laurie Watkins, Assoc. VP for Student Success Services
Carla Budd, Assoc. VP for Administrative Services
Ryan James
Kasey Straube
Dustin Conover
Kandy Frink

Trustees Absent:
None

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., Tuesday, October 2, 2012, in Board Room 3060, Rock Springs campus, President Shannon Honaker presiding.

B. Approval of Agenda
1. Vice President Roth made a motion to add “Consideration of Revision of Policy Series 7400” to New Business and to accept the consent and regular agendas as revised. Trustee Eckman 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 reported that elections had been held. Mr. Anderson also reported that recent activities included completing the Challenge Course and a very successful blood drive. Trustee Plant asked how many clubs had been chartered. Mr. Anderson replied that six clubs have been chartered this semester. The Board thanked Mr. Anderson for his report.
B. **Paraprofessional Association**

Ms. Kasey Straube, Paraprofessional Association President, gave a brief report on the activities of the group. Ms. Straube reported that the group had planned and hosted the annual employee picnic in August, are currently working on revising the paraprofessional career development funding process and plan to hold a Halloween bake sale to raise funds for the Para Pantry which provides some food for residence hall students over the Christmas Holiday. The Board thanked Ms. Straube for her report.

C. **WWCC Senate**

Mr. David Bodily, Assistant Professor of Nursing, gave a brief report on behalf of the Senate. Mr. Bodily reported that the Senate is continuing to work on professional development. Mr. Bodily also reported that the Senate will hold a ‘Great Teachers Seminar’ along with continuing the Senate Forums. Mr. Bodily said that the group is also continuing its work on Policy 4220B. Trustee Plant thanked the Senate for their work on Policy 4220B. The Board thanked Mr. Bodily for his report.

Dr. Leach took a moment to inform the Board that she had suspended the policy requirement on Rank and Horizontal advancement that requires the Board to approve recommendations at its October meeting. Dr. Leach said that the high number of applicants has increased the work required of the committee and a recommendation would be brought to the November Board meeting.

D. **Residence Halls and Student Life**

Mr. Dustin Conover, Director of Residence Halls and Student Life, gave the annual report to the Board for the department. Mr. Conover provided the Board members with the current year’s handbook, occupancy report and a picture of the current staff. Mr. Conover reported that housing check-in day had been a success and that the residence halls were at 96% occupancy with 100% occupancy in Aspen Mountain Hall. Mr. Conover said that a new program for Resident Assistants (RA’s) had been developed that includes weekly meetings. Mr. Conover also said consideration is being given to the possibility of constructing a community kitchen in Aspen Mountain Hall. Mr. Conover went on to say that the new Coordinator of Student Life, Art Castillo, is doing a wonderful job. Mr. Conover also reported that the game room had undergone a ‘facelift’ and he is now turning his attention to keeping the older residence halls up-to-date. Secretary Chadey said that the occupancy rate is good news and thanked Mr. Conover for working to create a positive community environment in the residence halls. Vice President Roth asked if the proposed renovations in Aspen Mountain Hall would come to the Board for approval. Vice President Kelsey said that any purchases greater than $50,000 must be approved by the Board. Secretary Chadey asked if students residing in Aspen Mountain Hall were able to cook in their rooms. Mr. Conover said that each room is equipped with a microwave and miniature refrigerator. The Board thanked Mr. Conover for his report.

E. **Distance Education**

Ms. Nancy Johnson, Director of Distance Education, gave the annual report for the department. Ms. Johnson reported that the department has been very busy over the last year. Ms. Johnson said that Blackboard 9.0 has been implemented, and the department is planning on implementing another new software package that will have online chat capability. Ms. Johnson provided the Board members with distance
education enrollment numbers, cautioning that the figures include both outreach students and online students. Ms. Johnson reported that concurrent and dual enrollment continues to grow at the outreach centers, with Star Valley enrolling 58% of their high school juniors and seniors in concurrent courses. Ms. Johnson reported that there had been several changes in staff during the year, mostly due to department employees filling other open positions within the department. Trustee Eckman commented that he had traveled to Star Valley with Ms. Johnson and that she represented WWCC very well. Vice President Roth requested a full listing of outreach instructors including their qualifications. Dr. Leach said that the Vice President of Student Learning is in the process of reviewing those positions and the required qualifications and suggested that Vice President Roth meet with him once the review is completed. President Honaker asked for comparisons on concurrent enrollment from the different school districts. Dr. Leach said that each school district is different, with some facing funding problems or other restrictions and that any such comparison would need significant qualifying information included. The Board thanked Ms. Johnson for her report.

F. Assessment of Student Learning and Transfer
Dr. Sandy Caldwell, Associate Vice President for Planning and Improvement, gave a report on Assessment of Student Learning and UW transfer. Associate Vice President Caldwell referred the Board members to the summary report which contained a measures matrix. Associate Vice President Caldwell reported that assessment efforts have been successful and that the focus now will be to maintain the momentum. Associate Vice President Caldwell presented a sample of the data gathered to illustrate its complexity. Associate Vice President Caldwell reported that WWCC is third highest for numbers of students transferring to UW. Associate Vice President Caldwell also said that UW’s performance based measures show the value of a degree from WWCC, asking the Board members to refer to the data in the summary report. Associate Vice President Caldwell stated that a new action project, Raising the Bar, has been implemented. Treasurer Reese asked to have transfer student GPA’s separated by discipline and the breakdown provided to him. The Board thanked Associate Vice President Caldwell for her report.

III. MINUTES
A. Approval
1. Trustee Plant made a motion to accept the minutes of the September 13, 2012 regular meeting and the minutes of the September 26, 2012 special meeting as presented. The motion was seconded by Trustee Boettcher and 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 $2,956,737.84 and the Electronic Transfers as designated in the amount of $401,941.92 for a grand total ratification of $3,358,679.76. The motion was seconded by Secretary Chadey and was approved by vote.

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<th>Clearing Accounts</th>
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<tr>
<td>Payroll</td>
<td>162581 through 162826</td>
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Advices 023790 through 024103 $689,612.60
Total – All Clearing Account Warrants $2,956,737.84

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 $401,941.92

GRAND TOTAL FOR BOARD RATIFICATION $3,358,679.76

(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. Approval of Master Plan Update

   In January, 2011, the College solicited proposals to update the College’s five year master plan. The College received several proposals. In April, 2011, the Board approved retaining the firm of Blalock and Partners, Salt Lake City, Utah to perform master planning services for the sum of $106,080. The first meeting with Blalock and Partners involving College staff and the Board of Trustees was held on May 18, 2011. Subsequent meetings between Blalock and Partners, College staff, and the Board of Trustees were held on October 25, 2011, March 8, 2012 and April 12, 2012. Other meetings involving College staff only were held on January 27, 2012, February 16 and 17, 2012, and April 4, 2012. Numerous other telephone conferences and email exchanges occurred between Blalock and Partners and College staff. During in-service week in late August, the Administration presented highlights of the draft master plan update to College staff for their review. The College is required to update its master plan every five years. The last master plan was approved by the Board of Trustees in October, 2007. Thus, the Board of Trustees is required to approve a new master plan sometime in October, 2012. In this Board Packet, the Board was provided an electronic copy of a draft of the master plan update. A hard copy was also being mailed to Board members. On September 13th the Board received via email an initial electronic copy draft of the master plan update. On
September 14th, College staff received the same draft via email. The latest electronic copy draft in this Board Packet reflects some "clean-up" work and one material change. The Administration asked Blalock and Partners to include both the wrestling practice room and the dance studio (temporary location) in the new 2nd floor of the Wellness/Exercise Science building. The permanent home of the dance studio is planned for the Western Education Center. The proposed construction of the Western Education Center falls outside of the five year master plan time frame, although it’s general location and the functions to be located in the Center are listed in the master plan as a longer-range development. Since the September 13th and 14th dissemination of the master plan draft to the Board and College staff, no substantive feedback has been given to Mr. Kelsey from faculty, staff, or Board members. The Administration is of the opinion that the master plan update is ready for Board approval. There remain a few, minor “clean-up” items to attend, such as page numbering, before the “final” product is ready for dissemination to the Board, Community College Commission, employees and the public at large. Again, the master plan is not “set in concrete” and may be amended at any time in the future by the Board should it be determined that an update is necessary prior to October, 2017.

**Recommendation**
To approve the Master Plan Update as prepared by Blalock and Partners as described above.

2. **Authorization to Pay the State of Wyoming for Architectural Services**
The State of Wyoming Construction Management Division has retained Plan One Architects to provide architectural services for the new Wellness/Exercise Science building. The Wyoming Legislature has appropriated to the Construction Management Division $387,437 for architectural services for this project. Overall management and oversight of this project is being provided by the Construction Management Division. Because of the decision to add the 2nd floor to the facility, the College is responsible for additional architectural costs associated with this expansion in scope. The Construction Management Division has billed the College thus far $178,292 for the College’s share of the total contract it has with Plan One Architects. Architectural cost, as a percentage of estimated construction cost, is approximately seven (7%) percent. There will likely be a few other design-related costs which will be incurred later on. The College has budgeted for these expenses in the FY 2012-13 Plant Fund budget.

**Recommendation**
To authorize the Administration to pay to the State of Wyoming the sum of $178,292 for architectural services in connection with the design of the proposed, new Wellness/Exercise Science facility.

Trustee Boettcher made a motion to approve the recommendations from Administration on the Consent Agenda. The motion was seconded by Trustee Eckman and was approved by vote.
C. New Business

1. Approval of Ground Lease Between WWCC and School District No. One

   Alternative High School

   The Board is aware that the Administration and School District No. One have been working together regarding the placement of the Alternative (Independence) High School on the Rock Springs campus. A survey of the proposed site has been completed and soil tests have been conducted. Funding for the facility has been approved by the 2012 Wyoming Legislature. The College’s attorney and the attorney for School District No. One have been working on a “Ground Lease” which, among other things, addresses topics such as the lease term and conditions, construction requirements, maintenance requirements, insurance, and utilities. Dr. Leach desires this topic to be on the agenda in the event the lease document is ready for Board review and consideration at the meeting. At this time, the Administration has reviewed a rough draft of the Ground Lease and has given the College attorney written feedback.

   Recommendation

   None at this time.

   Vice President Kelsey explained that the Ground Lease is still in the draft stage and that counsel for WWCC and the school district are working on the draft. Vice President Kelsey said the lease will be accompanied by an operating agreement and that all agreements will be in place before any construction begins. Dr. Leach asked the Board to defer the agreement negotiations to the Board’s Real Estate Committee.

2. Authorization to Purchase 45 Dell Laptops as Sole Source

   The TAA CCCT Grant provides $75,000 for the purchase of 45 laptops. These computers will be lent to the students who are participating in the Managerial Leadership Certificate. The cost of purchasing the laptops with carrying cases along with 2 keyboards and 2 mice is $58,473.86. When deciding which model of laptop to purchase, we looked for one that would meet student needs as well as course requirements. The laptops need to have a CD drive as well as the complete MS Office suite. 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 nor 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.” We would like to purchase the laptops through WWCC’s Information Technology Department. They receive a discount when they order computers in bulk from Dell. The IT Department will also install the same version of MS Office that is used on all other college computers. The laptops also come with carrying cases. If we purchase the computers from another vendor, IT will not be able to support them if there are technical problems. Also, we will have to purchase 45 copies of MS Office as well as 45 laptop bags. Warranties on the laptops are expensive and do not
provide on-site service. The laptops would have to be mailed to the vendor for repair. This could make it very difficult for students to complete their online course work. There is no funding in the grant for computer repairs. We would therefore be unable to contract with a local business to support the laptops.

**Recommendation**
To authorize the administration to purchase the 45 Dell laptops, 2 keyboards, and 2 mice through WWCC's IT Department for a cost of $58,473.86.

Vice President Flaim gave an explanation of the requested sole source purchase. Vice President Roth made a motion to authorize the purchase of computers and accessories as described above. The motion was seconded by Trustee Plant and was approved by vote with Treasurer Reese voting “Nay”.

### 3. Acceptance of Perkins Allocated Grant

Western has been a participant in the Perkins Grant program since 1991. The College applied for and was awarded a Perkins Allocated Grant through the Wyoming Department of Education under the Carl D. Perkins Vocational and Technical Education Act of 2006, Title I. The purpose of the grant is to provide funding to assist postsecondary recipients in meeting the additional costs of approved career and technical education (CTE) programs. Perkins funds are used to purchase equipment, provide professional development for faculty in CTE programs, and pay for student support services including educational costs (books and supplies) and related costs (childcare). The Perkins Allocated Grant provides direct support to WWCC career and technical education students. Direct support services may be provided to CTE students from special populations (economically disadvantaged, single parents, individuals with a disability, students with limited English proficiency, displaced homemakers, and students training for non-traditional employment). Total grant funds in the amount of $136,891 were awarded to Western Wyoming Community College for FY13. The effective date of the grant is October 1, 2012. The monies must be expended by September 30, 2013.

**Recommendation**
That the Board accept funds for the Perkins FY2013 grant in the amount of $136,891 and give authority to spend the monies for the purposes as specified in the grant, and increase the federal fund by $136,891.

Associate Vice President Watkins gave an explanation of the Perkins award. Trustee Plant made a motion to accept the funds, to give authority to spend the monies as specified in the grant and to increase the federal fund as described above. The motion was seconded by Vice President Roth and was approved by vote.

### 4. Consideration of Revisions, Policy Series 7400 (Added at Meeting)

President Honaker presented the Board with a revised version of Board Policy Series 7400 which deals with Board Meetings, Notification of Board Meetings, Executive Sessions, Board Meeting Procedures and Board Meeting Minutes. President Honaker stated that the proposed revisions would ensure that the
policies reflect compliance with recent amendments to the Wyoming Public Meetings Act.

Trustee Boettcher made a motion to consider these revisions as a first reading, with final approval to be considered at the November meeting, citing concerns regarding adherence to existing policy. Trustee Eckman seconded the motion. Treasurer Reese made a motion to amend Trustee Boettcher’s motion to skip the first reading and continue with approval of the revisions. Vice President Roth seconded the motion to amend. A discussion ensued regarding existing policy, efficiency and the role of the Board. The motion to amend was defeated by vote with Treasurer Reese the sole supporting vote. Vice President Roth called for the question. The original motion was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
Vice President Kelsey gave an update on various construction activities. Vice President Kelsey stated that the electrical transformers are being repaired and that damage to a smaller transformer had been discovered which would also require repairs. On the Workforce Training Center, Vice President Kelsey reported that the design team is doing well and Administration is anticipating the construction will begin in the spring. Vice President Kelsey said that design work on the Wellness Center is going well. Trustee Eckman commented that he had spoken with several electrical experts who also agreed that rewinding the damaged transformers was the best choice.

Associate Vice President Watkins gave a report on the summer registration programs. Associate Vice President Watkins said that 15 registration programs were held with each being a three hour program. Associate Vice President Watkins said that the programs served 450 students and 250 family members with dates starting in May and ending in August.

Associate Vice President Budd gave a report on the Fall semester In-Service program. Associate Vice President Budd said that two In-Service sessions are held each year, both to share information and to hold needed training. Associate Vice President Budd stated that breakout sessions were held with three time blocks and three different sessions in each time block. Associate Vice President Budd said that breakout session topics included Campus-wide initiatives, Advising, Student Engagement, Maxient and the ACE-IT center among others. Associate Vice President Budd said that feedback was sought on each of the events and the data will be used for planning. Vice President Roth asked if front line management training was done during In-Service. Dr. Leach said management training will occur later so as not to overload returning faculty and staff during In-Service week.
Associate Vice President Caldwell gave a report on the HLC Systems Portfolio, stating that the HLC had appraised and given feedback on the portfolio. Associate Vice President Caldwell said that the feedback was pleasing, with no accreditation issues and only one strategic issue. Trustee Plant asked what the strategic issue is. Dr. Leach replied that WWCC collects an enormous amount of data but the use of that data is not systemic and is not documented. Associate Vice President Caldwell said that the issue will be the topic of discussion at a future Board workshop.

Vice President Flaim reported that WWCC had been accepted as a member of the National Alternative Fuels Training consortium. Vice President Flaim said the consortium is made up of alternative fuel manufacturers and vendors and will tie into WWCC’s new program nicely.

Dr. Leach shared a thank-you card from the Wyoming Land Trust for a recent tour of WWCC’s energy related programs and the Technology and Industry department.

Dr. Leach shared a letter from the American Volleyball Coaches Association stating that the Volleyball team led by Coach Rick Reynolds has been selected as a recipient of the 2011-12 AVCA Team Academic Award. The award honors teams who have matched their dedication to the sport of volleyball with excellence in the classroom.

Dr. Leach shared a letter from the Leadership Excellence Academies stating that Ms. Jami Anderson has successfully completed an intensive training program and is now a Certified Manager in Program Improvement.

Dr. Leach shared a letter from the University of Wyoming stating that Dr. Tom Buchanan has announced his retirement and asking each community college president for input on what the community colleges would like to see in a new university president.

Dr. Leach stated that feedback on the WCCC Strategic Plan would continue at the upcoming WCCC meeting in Powell on October 19, 2012.

Dr. Leach reported that Carbon County School District #2 has completed its formation of a new BOCES program and relayed a request from the BOCES board to appoint a WWCC Trustee to their board. Vice President Roth asked for a copy of the MOU. Dr. Leach said that the BOCES board plans to meet on a quarterly basis.

D. Trustee Questions/Topics
Vice President Roth reminded the Board members about the WACCT meeting to be held on October 18 and the WCCC meeting to be held on October 19. Vice President Roth also said that the WACCT is seeking feedback from the President’s Council on proposed changes to how tuition is calculated.

E. Topics for Future Workshop Agendas
1. Facility Tours
2. BOCES Reports
F. Executive Session - Legal/Personnel
President Honaker asked if an Executive Session would be required. Dr. Leach said no.

VII. CALENDAR OF FUTURE EVENTS

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<th>Event</th>
<th>Location</th>
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<tr>
<td>Oct. 2</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
</tr>
<tr>
<td>6:00 p.m.</td>
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<tr>
<td>Oct. 2</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
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<tr>
<td>7:15 p.m.</td>
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<tr>
<td>Oct. 10-13</td>
<td>ACCT Leadership Congress</td>
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<td>Oct. 19</td>
<td>WWCC Holiday – Offices Closed</td>
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<tr>
<td>Nov. 8</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
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<tr>
<td>Nov. 8</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
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<tr>
<td>Nov. 22-23</td>
<td>WWCC Holiday – Offices Closed</td>
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VIII. ADJOURNMENT
Having no further business to act on, President Honaker adjourned the regular meeting at 9:14 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