Board of Trustees

REGULAR MEETING MINUTES
January 10, 2013

Trustees Present:
Shannon Honaker, President
George Eckman, Vice President
Lynne Chadey, Secretary
Tom Spicer, Treasurer*
Richard Baxter
James Roth

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
Carla Budd, Assoc. VP for Administrative Services

Trustees Absent:
DeeAnna Archuleta
Paul Murray
Jordan Brooks
Aaron Brewer

*via conference call

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 7:39 p.m., Thursday, January 10, 2013, in Board Room 3060, Rock Springs Campus, President Shannon Honaker presiding.

B. Approval of Agenda
1. Trustee Roth made a motion to approve the consent and regular agendas as presented. Vice President Eckman seconded the motion which was approved by vote.

II. REORGANIZATION
A. Board Assignments
President Honaker announced that current assignments would remain in effect until the Board could conduct a retreat to discuss BOCES relationships and focus.

III. REPORTS
A. Paraprofessional Association
Ms. DeeAnna Archuleta, Paraprofessional Association Co-Chair, gave a brief report on the activities of the group. Ms. Archuleta thanked the Board for the off-schedule salary payment. Ms. Archuleta reported that the Paraprofessionals were able to provide gifts for 5 children from the Tree of Sharing. Ms. Archuleta also said that the Para Pantry project provided 75 boxes of food for on campus housing residents over the holiday break. Ms. Archuleta said that the group is currently planning their annual Valentine’s fundraiser. President Honaker asked how many students were served by the Para
Pantry project and if it was enough. Ms. Archuleta said that the office of Residence Halls and Student Life helped to determine how many students stayed in the residence halls over the break and that each student identified was provided with a box of food. President Honaker said that McDonald’s owners, Cindy and Greg Bailey, had indicated a willingness to consider working with the Paraprofessional Association to provide meals during that time. Dr. Leach personally thanked Ms. Archuleta for singing the national anthem at athletic events, saying that she has a wonderful voice. The Board thanked Ms. Archuleta for her report.

B. WWCC Senate
Ms. Sarah Pauley, Assistant Professor of Math, gave a brief report on behalf of the WWCC Senate. Ms. Pauley reported that the annual Winter Party will be held on February 9 at Santa Fe Trails and invited all Board members to attend. Ms. Pauley also reported that the Senate had completed its work on Policy 4220B and had forwarded the suggested revisions to Vice President Budd. The Board thanked Ms. Pauley for her report.

C. University of Wyoming
Mr. Troy Archuleta, UW Academic Coordinator, gave the annual report for the UW Outreach School. Mr. Archuleta welcomed the new Board members and gave a brief overview of services offered. Mr. Archuleta said that the UW Outreach School services several counties in the region, offers 8 bachelor degree programs and 30 graduate and masters level certificates. Mr. Archuleta said that his students are our students and he appreciates the continued collaboration with WWCC and our outreach sites. Mr. Archuleta recognized Mr. Allen Calmes from the Evanston Outreach office for his outstanding efforts on behalf of students. Mr. Archuleta also reported that the UW Cooperative Extension office offers 4H classes as well as nutrition and dietician courses. Mr. Archuleta said that the extension office contacts thousands of people every year. Mr. Archuleta concluded by thanking the WWCC Board for recognizing UW graduates at its commencement ceremonies. Treasurer Spicer thanked Mr. Archuleta for his contributions and President Honaker echoed the sentiment. The Board thanked Mr. Archuleta for his report.

IV. MINUTES
A. Approval
1. Trustee Roth made a motion to accept the minutes of the December 6, 2012 meeting as presented. The motion was seconded by Trustee Baxter and was approved by vote.

V. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Acting Treasurer Roth moved to ratify the Clearing Accounts as designated in the amount of $3,561,933.41 and the Electronic Transfers as designated in the amount of $500,767.20 for a grand total ratification of $4,062,700.61. The motion was seconded by Secretary Chadey and approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Vouchers</td>
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<tr>
<td>Payroll</td>
<td>163933 through 164716</td>
<td>$576,885.60</td>
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<tr>
<td>Advices</td>
<td>025138 through 025529</td>
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Total – All Clearing Account Warrants $3,561,933.41

Electronic Funds Transfers

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

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<th>From</th>
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**Credit Card Payments to US Bank Corporate Payment System**

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<th>To</th>
<th>Amount</th>
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<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
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</tbody>
</table>

**Bank to Bank Transfers**

0.00

**Investment Transfers**

0.00

Total Electronic Funds Transfers $500,767.20

GRAND TOTAL FOR BOARD RATIFICATION $4,062,700.61

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

VI. RECOMMENDED ACTION

A. Old Business
   None

B. Consent Agenda

1. **Authorization for sole source contract with TimeCruiser for Campus Cruiser Portal**

   WWCC has been utilizing Campus Cruiser produced by TimeCruiser Computing Inc. for the last 12 years. WWCC was one of the company’s earliest clients. The product continues to provide enhancements and service to our students and is now relied upon as a critical “front door” to the institution’s online resources. Single sign-on provides students with the ability to log on and use all services including the library, blackboard, Mustang WebAdvisor and Mustang Folio without further logins and passwords. The survey component allows surveys to be conducted among students and faculty and the evaluation system is utilized for on-line classes. Mustang Cruiser is an important part of the College’s communications system providing a calendar of events and announcements and news items of campus activities. Western’s emergency alert system is also part of Mustang Cruiser allowing for notifications to be sent via phone and e-mail. The services continue to expand and often address our most pressing needs. This contract has been renegotiated every three years. This year is the renegotiation year and we have seen only a small increase in cost and received an offer of a five year contract with the last three years locked in at the same rate. There is an enrollment escalation clause that might require some increase in the cost if enrollment increases.
Recommendation
To approve the Customer Agreement with Timecruiser Computing Corporation for the use of Campuscruiser Suite by the College, and the provision of its maintenance and related services, and to authorize the administration to sign such Agreement; the Board of Trustees hereby finding that the commitment of Timecruiser Computing Corporation to provide such software and related services specified for the term of years specified has been determined to constitute a significant benefit and advantage to the College, its employees and students, and thereby the public, in that such software and related services are not readily or economically available to the College in the absence of an extended term contract. Further, to authorize payment of the FY13 fee of $60,389.

2. Early Contract Release, Coordination of Marketing/Public Information
Ms. Allyson Cross has tendered her resignation from her full time position effective January 11, 2013 to accept a part-time benefitted position with the college as an Instructor of OIS. Ms. Cross has worked in her current position for three and one half years as the Coordinator of Marketing and Public Information. Policy 4230B, Resignations. The administration supports Ms. Cross’ request.

Recommendation
To accept Ms. Cross’ resignation of full-time employment effective January 11, 2013.

Treasurer Spicer made a motion to accept the recommendations from Administration on the consent agenda items. The motion was seconded by Trustee Baxter and was approved by vote.

C. New Business
1. Approval of FY 2014 Budget Preparation Calendar
Each year in January, the Board of Trustees approves a Budget Preparation Calendar per Board policy. The Board was provided with the proposed FY 2014 Budget Preparation Calendar. The proposed calendar has been approved by the Executive Council. The Board should note a special FY 2014 budget workshop devoted to the Board scheduled for Tuesday, April 9, 2013.

Recommendation
To approve the FY 2014 Budget Preparation Calendar as presented.

Vice President Kelsey gave a brief explanation of the proposed budget preparation calendar. Vice President Eckman made a motion to approve the proposed budget preparation calendar as presented. The motion was seconded by Treasurer Spicer and was approved by vote.

2. Approval of Academic Year Calendars for 2013-14 and 2014-15
College Policy 6210A requires that the Board review and approve the Academic Calendar. The academic calendar is developed with the following guidelines:
- The academic year begins on the first day of in-service for the Fall semester and ends on commencement day of the Spring semester. The Summer
The semester calendar is created and included with the Fall and Spring semesters.

- Start the Fall semester as late as reasonable and yet allow enough time for class meetings and exam days to end the semester before Christmas.
- Start Fall classes on a Wednesday to engage the students in learning as quickly as possible. Students move into the residence halls on Sunday, typically with help from family members and Western staff. The last registration is held on the Monday before classes start on Wednesday.
- Two consecutive years are considered together in order to facilitate implementation of a master schedule for course offerings.

Comparison of Calendars: The proposed calendar is very similar to the previous academic calendars:

Summer 2012 classes began on June 4 and ended July 26 with 31 teaching days, no work days and 1 holiday.

Summer 2013 classes begin on June 3 and end July 25 with 31 teaching days, no work days and 1 holiday.

Fall 2012 classes began on August 24 and ended on December 8 with 71 teaching days, 10 working days and 5 holidays.

Fall 2013 classes begin on August 28 and end on December 12 with 71 teaching days, 10 working days and 5 holidays.

Spring 2013 classes begin on January 14 with graduation on May 17 with 74 teaching days, 12 working days and 9 holidays.

Spring 2014 classes begin on January 13 with graduation on May 16 with 74 teaching days, 12 working days and 9 holidays.

Similar comparison between academic year 2013-14 can be made with academic year 2014-15.

Recommendation
To approve the Academic Calendars for 2013-14 and 2014-15 as presented.

Vice President Flaim gave an explanation of the proposed academic calendars. Vice President Eckman made a motion to approve the academic calendars as presented. The motion was seconded by Trustee Baxter. Trustee Roth asked if establishing academic calendars for two years would limit flexibility. Dr. Leach stated that it will allow students to map out their entire two year program and allows for solid planning. Trustee Roth questioned the ability to respond to demand and need. Vice President Flaim said that the schedule of courses still has flexibility and that the academic calendar itself is almost identical to previous years. Vice President Flaim explained that the academic calendar is the framework for the course schedule which contains 40 different time blocks and formats for courses. Vice President Flaim went on to say that the academic calendar simply identifies the start and end dates for the semesters
and for blocks within the semesters as well as holidays, work days, etc. The motion was approved by vote.

3. **Employment Contract 2012-2013, Webmaster**
The Human Resources Office conducted a national search commencing in July 2012 to fill the position of Webmaster. The Human Resources Office received 21 completed applications for this position. The Professional Standards Board conducted seven telephone interviews and four on-campus interviews. The Professional Standards Board recommends that Christian Clemmensen be offered this position. Mr. Clemmensen holds a Bachelor of Arts degree in Organizational Communication from the University of Montana, Missoula, Montana. Mr. Clemmensen also holds a Master of Arts Degree in Speech Communication/Technical Communication from the University of Washington, Seattle, Washington. Mr. Clemmensen is currently employed with Filmtracks Publications as the Editor/Webmaster. He has held this position for sixteen years. He was also employed with Karl Tyler Chevrolet as the Webmaster/Graphic Designer for nine years. Prior to this, he was employed at the University of Montana School of Education as an Assistant to the Dean. Mr. Clemmensen has over 20 years of webmaster experience. Mr. Clemmensen's contract details would be as follows: Annual Salary, $68,184.00 for a 12 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

**Recommendation**
To offer an employment contract to Mr. Christian Clemmensen of Missoula, Montana for the position of Webmaster for the period January 22, 2013 through June 30, 2013.

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

4. **Early Contract Release, Director of Academic Advising**
Dr. Sally Neal has tendered her resignation from her full time position effective January 25, 2013 to accept another position and to move closer to her children. Dr. Neal has worked in her current position since August, 2011 as the Director of Advising. Policy 4230B, Resignations. The administration supports Dr. Neal's request and would like to extend our best wishes for her future success.

**Recommendation**
To accept Dr. Neal's resignation of full-time employment effective January 25, 2013.

Vice President Freeze gave a brief explanation of the request for an early contract release. Treasurer Spicer made a motion to accept Dr. Neal's resignation and allow an early contract release. The motion was seconded by Secretary Chadey and approved by vote.
VII. INFORMATION/PROPOSALS

A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Dr. Leach stated that a date for the requested Board retreat would need to be set, as well as a special workshop to meet with Kaiser and Company in regards to the lease revenue bonds for the upcoming construction. Dr. Leach also said that the Board would need to designate one Board member to attend the AQIP Strategy Forum as required by the Higher Learning Commission.

   Vice President Kelsey gave a brief report on the 2nd quarter financial report stating that the college is in good shape although spending is slightly higher than normal for this time of year.

   Vice President Kelsey gave an update on the recent electrical and computer issues. Vice President Kelsey said that the repaired transformers were being installed on Monday evening and that during the required electrical outage, the uninterruptable power supply (UPS) system malfunctioned. Vice President Kelsey said that two portable UPS units were purchased and installed on Wednesday. Vice President Kelsey said that a UPS technician will be visiting the campus in the near future and he will be asked to investigate whether the malfunction was due to damage from the original electrical line damage from last summer.

D. Trustee Questions/Topics
   Noting the presence of several high school students in the audience, Trustee Roth asked how those students obtain the agenda and supporting documents for the Board meetings. Ms. Frink stated that hard copies of the agenda are available at each meeting for any interested persons and that a link to the online Board packet system is provided on WWCC’s website if they are interested in the supporting documents.

   Trustee Roth asked how the media receives the agenda and supporting documents for Board meetings. Ms. Frink responded that an email is sent to all area media outlets that have requested the information with a link to the online Board packet system. Trustee Roth asked that a full packet be printed out for any media personnel attending a Board meeting.

   Secretary Chadey stated that ACCT would hold a conference in March and suggested that Board members consider attending. Secretary Chadey said the ACCT Governance Leadership Institute would be held March 21-25 in Texas. President Honaker asked all trustees to review the event agenda on the ACCT’s website. President Honaker asked Ms. Frink to provide information regarding the early registration deadline for the conference.

E. Topics for Future Workshop Agendas
   1. Facility Tours
   2. BOCES Reports
F. Executive Session - Legal/Personnel
Vice President Eckman made a motion to recess the regular meeting to enter into Executive Session for Personnel issues as allowed by W.S. § 16-4-405. President Honaker stated that no action would take place after the Executive Session. The motion was not seconded but was approved by vote. The meeting was recessed at 8:50 p.m.

VIII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Jan. 10</td>
<td>Regular Board of Trustees Workshop</td>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>Regular Board of Trustees Meeting</td>
<td>7:15 p.m.</td>
<td>Room 3060</td>
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<tr>
<td>Jan. 21</td>
<td>WWCC Holiday</td>
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<tr>
<td>Feb. 9</td>
<td>WWCC Winter Party</td>
<td>5:30 p.m.</td>
<td>Santa Fe Trails</td>
</tr>
<tr>
<td>Feb. 11-14</td>
<td>ACCT National Legislative Summit</td>
<td></td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>Feb. 14</td>
<td>Regular Board of Trustees Workshop</td>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>Feb. 14</td>
<td>Regular Board of Trustees Meeting</td>
<td>7:15 p.m.</td>
<td>Room 3060</td>
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<tr>
<td>Feb. 18</td>
<td>WWCC Holiday</td>
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IX. ADJOURNMENT
President Honaker reconvened the regular meeting at 9:30 p.m. Having no further business to act on, President Honaker adjourned the regular meeting at 9:31 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