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 7:25 p.m., Thursday, February 14, 2013, in Board Room 3060, Rock Springs Campus, President Shannon Honaker presiding.

   B. Approval of Agenda
      1. Trustee Boettcher made a motion to move New Business Item 5 to the Consent Agenda, to move the Executive Session to Item 5b and to approve the agenda as revised. The motion was seconded by Secretary Chadey and was approved by vote.

II. REORGANIZATION – Board Assignments
    President Honaker stated that Board assignments had been completed.

III. REPORTS
    A. Associated Student Government
       Mr. Harvey Anderson, ASG President, gave a brief report on the activities of the association. Mr. Anderson reported several upcoming events including a pool party, a dance for local high school juniors and seniors, a hypnotist and the annual awards banquet. Mr. Anderson also reported that a Valentine’s Day dance would be happening in the Atrium later this evening. The Board thanked Mr. Anderson for his report.
B. Paraprofessional Association
Ms. Lori Paulson gave a brief report on behalf of the Paraprofessional Association. Ms. Paulson reported that new guidelines had been adopted for Paraprofessional Development Funds. Ms. Paulson also reported that Ms. Kathy Mattinson was nominated for the annual WACCT award. Ms. Paulson said that Ms. Mattinson was nominated in recognition of her involvement both on and off campus. The Board thanked Ms. Paulson for her report.

C. WWCC Senate
Mr. Mark Rembacz, WWCC Student Success Advisor, gave a brief report on behalf of the WWCC Senate. Mr. Rembacz reported that 88 people attended the Winter Party. Mr. Rembacz also reported that Tracey Hind was the faculty nomination for the annual WACCT award, and Amy Williamson was the professional nomination. Mr. Rembacz went on to say that the Senate will be reviewing their role in relation to the AQIP Action Project: Shared Governance, particularly in communication. Trustee Roth said that while the AQIP process works, he believes that any issues with open communication campus-wide could be solved in less time than what the process entails. President Honaker said that the AQIP process provides structure. Secretary Chadey said that she had attended the Winter Party and complimented the Senate on a job well done. The Board thanked Mr. Rembacz for his report.

D. Information Technology
Mr. Derek Robinson, Director of Information Technology, gave the annual report for the department. Mr. Robinson reported that most of the hardware has been virtualized, meaning that current technology has allowed for much smaller pieces of equipment with larger capabilities, thereby reducing energy and maintenance costs. Mr. Robinson also reported that the Network Administrator position has been filled. Mr. Robinson highlighted other accomplishments over the past year including the introduction of incoming Caller ID on campus phones, increased bandwidth at the residence halls and on campus, and the addition of new anti-virus software which costs less and is available for all employees to use on their home computers. Mr. Robinson stated that current or upcoming projects include completing the Colleague migration, completing the wireless project, implementing a new help desk software program that allows for instant chat and instant messages, implementing a new IT knowledge base website for easy access to frequently asked questions and other information, upgrading the current email program and in-box size limit, and implementing a duplicate internet connection to eliminate connection problems. Trustee Boettcher asked what projects would be the top priority. Mr. Robinson said that the Colleague migration and wireless projects would be the top priorities. President Honaker asked for clarification on the migration issues with Colleague and the Recruiter software. Mr. Robinson said that the Colleague software isn’t recognizing the data codes used in the Recruiter software. Trustee Roth asked if any of the improvements would include minimizing failures with the Blackboard system. Dr. Leach stated that the issues with Blackboard are at the state level as the program is run through the WEN. Dr. Leach said that while Mr. Robinson is serving on the state task force to fix the problem, it isn’t anything that WWCC can fix. Trustee Roth asked if a mass notification system had been put in place. Mr. Robinson said that E-911 has been implemented and other specifics are still in the process. The Board thanked Mr. Robinson for his report.
E. Humanities
Ms. Ann Rudoff, Humanities Division Chair, gave the annual report for the division. Ms. Rudoff reported highlights from each department within the Humanities division. In the Education department, Ms. Rudoff reported that Mr. Aaron Jensen joined the faculty in August, 2012 and Ms. Ellen Ventura will be retiring this year after 18 years of service. Ms. Rudoff stated that an open position in the English department has generated 32 applications. Ms. Rudoff went on to say that enrollment for the student newspaper has declined below the level needed to produce the newspaper. Ms. Rudoff said that the format of the paper will need to be reviewed and possibly changed. Ms. Rudoff reported that the division needs additional faculty for Foreign Language and Education, and also needs an additional computer system set up on a mobile cart to be moved from classroom to classroom for Humanities faculty use. Trustee Boettcher thanked Ms. Rudoff for her report and for her service to the college and community, including her work as a Board member for School District #2. President Honaker thanked Ms. Rudoff for making the Board aware of the needs of the division, saying that while the requests may not be fulfilled, they never fall on deaf ears.

IV. MINUTES
A. Approval
1. Trustee Roth made a motion to accept the minutes of the January 10, 2013 Board of Trustees 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
Treasurer Spicer moved to ratify the Clearing Accounts as designated in the amount of $4,362,278.50 and the Electronic Transfers as designated in the amount of $463,860.34 for a grand total ratification of $4,826,138.84. The motion was seconded by Trustee Baxter and was approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>257314 through 258821</td>
<td>$3,435,828.85</td>
</tr>
<tr>
<td>Payroll</td>
<td>164717 through 165106</td>
<td>$255,604.79</td>
</tr>
<tr>
<td>Advices</td>
<td>025530 through 025725</td>
<td>$670,844.86</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$4,362,278.50</td>
</tr>
</tbody>
</table>

Electronic Funds Transfers

<table>
<thead>
<tr>
<th>Payroll Tax Payments to I.R.S.</th>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank A/C# 147497000116</td>
<td></td>
<td>EFTPS-CHICAGO USATAXPYM</td>
<td>$350,921.10</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card Payments to US Bank Corporate Payment System</th>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank A/C# 147497000116</td>
<td></td>
<td>EFT US Bank CC Payments</td>
<td>$112,939.24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank to Bank Transfers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investment Transfers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
Total Electronic Funds Transfers $463,860.34

GRAND TOTAL FOR BOARD RATIFICATION $4,826,138.84

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

RECESS FOR EXECUTIVE SESSION
Trustee Boettcher made a motion to recess the regular meeting to enter into Executive Session for personnel and real estate matters. Treasurer Spicer seconded the motion which was approved by vote. The regular meeting was recessed at 8:13 p.m.

RECONVENE REGULAR MEETING
Trustee Boettcher made a motion to reconvene the regular meeting. The motion was seconded by Trustee Baxter and was approved by vote. The regular meeting was reconvened at 8:37 p.m.

VI. RECOMMENDED ACTION
A. Old Business
None

B. Consent Agenda
1. Additional Salary, Degree Attainment, Director of Information Technology
Mr. Derek Robinson has completed the course work and was awarded a Master of Science in Management – Information Technology on December 12, 2012. Mr. Robinson is employed by the College as the Director of Information Technology Services. Mr. Robinson is requesting this degree be considered for additional pay due to his educational achievement. College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee who unanimously recommended approval and found his degree to be position related, therefore, warranting additional remuneration.

Recommendation
That the Board of Trustees approve additional annual compensation in the amount of $2148.00 for the completion of a Master of Science in Management – Information Technology for Mr. Robinson.

2. Authorization to Solicit Bids, Asphalt and Concrete Repairs
In 2008 the Diesel Technology Building was completed. A couple of years ago some areas of concrete and asphalt adjacent to the building began to settle too extensively. Last year the Administration arranged for two test holes to be bored in this area to see if the cause of the settling could be determined. The tests results were inconclusive and revealed no excess water issues. Further, the Administration reviewed the compaction test results associated with the original installation in 2008. The tests results revealed adequate compaction. This situation is similar to the issues the College had last year with the Compression Technology area. That area was repaired last fall. The College has been working with Wilbert Engineering, Inc. to design a fix for the area that needs to be repaired. The engineer’s best estimate of cost for this work is approximately $50,000. It is anticipated that this work would commence immediately after graduation. Major maintenance funds are budgeted and
available to pay for this work. Bid results and a recommendation would be
provided the Board at the March or April meeting.

Recommendation
To authorize the Administration to solicit bids for the repairs to asphalt and
concrete areas adjacent to the Diesel Technology Building.

3. Authorization to Solicit Bids, OIS Floor Replacement
The area occupied by the current Office Information Systems (OIS) lab was
constructed in 1969 as a part of the original campus. The area was remodeled
from general administrative offices to the OIS lab in the mid 1980’s. A raised
floor was installed at that time to accommodate wiring for all the lab computers.
A high priority for the College is to remove the raised floor and replace it with a
more modern raised floor that can meet the more modern instructional needs of
the OIS program. The undergirding of the raised floor does not meet current
code requirements. The current floor has above-the-surface electrical boxes
which severely limit how the computer stations can be arranged in the lab. The
“north” lab has insufficient numbers of electrical boxes. The carpeting on the
existing raised floor is worn out and sections of the floor are not level. The
College Administration has been working with the OIS staff and a professional
design team for several months to identify the type of flooring system that would
meet the College’s needs. A design has been identified. The estimated cost
for the floor installation is $135,000. Additionally, some extensive electrical
work needs to be done in the lab which will add to the cost, perhaps as much
as $40,000 more. The OIS instructional programming will move to another lab
on campus during the summer when this work is being done. Major
maintenance funds are budgeted and available to pay for this work. It is
anticipated that bid results and a recommendation will be provided to the board
at either the March or April meeting.

Recommendation
To authorize the Administration to solicit bids for the replacement of the OIS
floor as described above.

4. Authorization to Solicit Bids, Phase II Courtyard Renovations
Last year the Board of Trustees approved bids for Phase I of the renovation of
Courtyard No. 2. The Board was informed early on that this would be a two
year (two-phase) project. The work for Phase I was completed satisfactorily.
David Ohde, Landscape Architect, provided the design services. Phase II of
the project is scheduled to be done this summer. This will primarily involve the
planting of trees and bushes and installation of other soft scape items such as
sod and mulch. Planters and a couple of picnic tables will also be provided.
The estimated cost for Phase II work is $90,000. Should the successful bid
come in as estimated, the total project cost will be close to the original estimate
of approximately $190,000. David Ohde has almost completed the design. It is
anticipated that the Board will consider bids for this work at the April meeting.
Funds are budgeted and available for this project.
Recommendation
To authorize the Administration to solicit bids for Phase II of the renovation of Courtyard No. 2.

5. **Authorization to Solicit Bids, Roof Replacements**

Each year the College replaces roofs. This is typically done on a rotating basis; however, roof performance issues are also taken into consideration. The Administration has determined that it is time to replace the roofs over the pottery area (known as the Area G Pottery Roof) and over some areas of the library, main street, and main administrative areas (known as the Lower D, E, & F Roof). The pottery area roof is out of warranty and was installed in 1999. The other section of roofing is also out of warranty and was installed in 2000. These are Gen Flex roofs with a 10 year warranty. Both roofs have significant problems and need to be replaced. The College now uses Sarnafil roofs with a 20 year warranty. The estimated cost to do this work is $168,000. Major Maintenance funds are budgeted and available to pay for this work. It is anticipated that the Board will be given the bid results with a recommendation at the April or May meeting of the Board.

Recommendation
To authorize the Administration to solicit bids for the replacement of two areas of roofing as described above.

6. **Approval of 2013-2014 Food Service Contract**

Currently the College offers three meal plans in Mitchell’s; 5, 10, and 18 meals per week. (The five meal plan is only good Monday through Friday). We are now being charged by Sodexo as follows:

<table>
<thead>
<tr>
<th>Meals per Week Plan</th>
<th>Sodexo Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$4.69</td>
</tr>
<tr>
<td>10</td>
<td>$8.19</td>
</tr>
<tr>
<td>18</td>
<td>$9.26</td>
</tr>
</tbody>
</table>

The College also offers meal plan options involving “flex” dollars which enable students to use a portion of their contract money on a cash basis in either the T-Rex Grill or in Mitchell’s Cafeteria. These meal plans are as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Meal Plan</td>
<td>$9.26</td>
<td>$100.00/Semester</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$9.74</td>
<td>$150.00/Semester</td>
</tr>
<tr>
<td>12 Meal Plan</td>
<td>$9.26</td>
<td>$  55.00/Semester</td>
</tr>
</tbody>
</table>

The College has negotiated the 2013-14 prices with Sodexo and agreement has been reached. The 2013-14 prices recommended are as follows and represent a 3.0% cost increase:

<table>
<thead>
<tr>
<th>Meals per Week Plan</th>
<th>Sodexo Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$4.83</td>
</tr>
<tr>
<td>10</td>
<td>$8.44</td>
</tr>
<tr>
<td>18</td>
<td>$9.54</td>
</tr>
</tbody>
</table>
The “flex” dollars plans are being modified due to low demand for two of them. The new flex dollar plans being recommended are as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Meal Plan</td>
<td>$5.83</td>
<td>$100.00/Semester</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$9.54</td>
<td>$100.00/Semester</td>
</tr>
<tr>
<td>12 Meal Plan</td>
<td>$10.54</td>
<td>$100.00/Semester</td>
</tr>
</tbody>
</table>

Recommendation
To approve the 2013-14 contract meal plans charged to the College by Sodexo Food Services as stated above.

7. Approval of Sole Source Purchase, Diesel Engine Trainer
The Diesel and Heavy Equipment Repair program has requested the purchase of a diesel engine trainer. This is an important instructional tool because this trainer includes the new mandated emissions control system. During our meetings with industry representatives from the local dealerships, the energy industries, and the trona mines, the common request was for more training on emissions. All of these industries use diesel engines and controlling emissions is a high priority. The cost of this diesel engine trainer is $68,854 including shipping. This equipment will be used in our revitalization efforts for the diesel program and is funded from a balance of State funds that were set aside during the Diesel Program construction project in 2008. Caterpillar is the only supplier of this trainer, therefore, the request for a sole source purchase. Trainers are programmable such that the instructor can create technical problems that the students must then troubleshoot and solve. The program has other trainers; however, this will be the only one that is Caterpillar specific with up-to-date electronic systems and emission controls. The Administration recommends approval of this purchase.

Recommendation
To authorize the administration to purchase a Caterpillar C13 tier 4 engine trainer from Wyoming Machinery Company (an authorized Caterpillar Inc. representative) for $68,854 as a sole source purchase.

8. Authorization to pay Architectural Fees, Wellness/Exercise Science Building (Moved from New Business)
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. At the October meeting of the Board of Trustees, the Board authorized the first transfer of funds to the State of Wyoming for WWCC’s share of the design cost. At that meeting the Board authorized the transfer of $178,292. The Construction Management Division has indicated that thus far the contract amount for architectural services is $638,052. They have further indicated that the College’s share is $327,096. This leaves an amount currently due and owing of $148,804. Architectural cost, as a percentage of estimated construction cost, is approximately 6.9%. 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 $148,804 for architectural services in connection with the design of the proposed, new Wellness/Exercise Science facility.

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

C. New Business
1. Authorization to Advertise Parcels of Land, College Drive
   Most board members are aware that there are some “orphan” parcels of land adjacent to College Drive for which the College has no need. The Board Real Estate Committee has reviewed the map of same. These parcels are typically fairly small and narrow in shape. In recent months, a developer has approached the College Administration asking that one parcel (about one acre in size) be put up for sale. The Board Real Estate Committee directed the Administration to secure an appraisal for this parcel and to also secure an appraisal for another smaller parcel which lies immediately north of the one acre parcel. The size of this parcel is about one-third acre. The Administration was also asked to get these two parcels surveyed. The survey work is completed and has been provided to the Board. The one acre parcel appraised for $115,900 and the smaller parcel appraised for $15,900. The Board Real Estate Committee is recommending that the Board approve a motion to advertise the two parcels for sale, subject to the following conditions:
   
   ➢ That bidders be required to bid on both parcels, with the understanding that these two parcels will only be sold together.
   ➢ That the minimum bid be set at the appraisal amount, plus an amount to cover the College’s direct costs to sell the properties, e.g. appraisals, surveys, legal advertising, closing costs, and legal fees.
   ➢ That the College reserves the right to accept the bid for the properties that best serves the community interests, as determined by the Board of Trustees; and that the College reserves the right to reject any or all bids.
   ➢ That the bidders be required to disclose their plans for the properties.

   It is anticipated that the bidding period will be open until March 12th and that the Board will act on the bids at the regular meeting in March which is scheduled for March 14th.

Recommendation
To authorize the Administration to advertise for sale the two parcels as described herein.

Trustee Boettcher, as Chairman of the Board’s Real Estate Committee, gave a brief explanation of the request. Treasurer Spicer made a motion to authorize
administration to advertise the two parcels of land for sale as described. The motion was seconded by Trustee Baxter and was approved by vote.

2. Approval of Early Retirement Applications
The College provides a Voluntary, Early Retirement Program (Board Policy and Procedures 4230E) and the following employees, who meet the requirements outlined in Board Policy, are requesting consideration for early retirement.

**Jan Torres**
Requested Termination Date: End of FY 2013 contract
Employment History:
- Faculty Secretary Sept. 1972 to July 1973
- Secretary to Dean of Administration July, 1973 to February 1980
- Financial Aid Officer February, 1980 to August, 1985
- Director of Financial Aid August, 1985 to August, 1988
- Coord., Vocational Assessment Center September, 1988 to July, 1990
- Director, Student Development Center July, 1990 to July 1991
- Assistant Professor of Psychology August, 1991 to May, 1996
- Associate Professor of Psychology August, 1996 to May, 2003
- Professor of Psychology August, 2003 to Present

**Dr. Martha Holloway**
Requested Termination Date: End of FY 2013 contract
Employment History:
- Part Time Instructor of Music 1984 to 1990
- Instructor of Music August, 1990 to May, 1995
- Assistant Professor of Music August, 1995 to May, 2002
- Associate Professor of Music August, 2002 to May, 2007
- Professor of Music August, 2007 to Present

**Leslie Punches**
Requested Termination Date: End of FY 2013 contract
Employment History:
- Part Time Welding Instructor 1991 to 1993
- Instructor of Welding Technology August, 1993 to May, 2006
- Assistant Professor Welding Technology August, 2006 to Present

**David Metz**
Requested Termination Date: End of FY 2013 contract
Employment History:
- Instructor of Mathematics August, 1992 to May, 1997
- Assistant Professor of Mathematics August, 1997 to May, 2004
- Associate Professor of Mathematics August, 2004 to Present

**Ellen Ventura**
Requested Termination Date: End of FY 2013 contract
Employment History:
- Assistant Professor of Education August, 1995 to May, 2002
- Associate Professor of Education August, 2002 to Present
Eve Henderson
Requested Termination Date: End of June, 2013
Employment History:
Transcripts, Registration & Records Specialist January, 1992 to Present

LaVonne Goich
Requested Termination Date: End of March, 2013
Employment History:
Custodian March, 2003 to Present

Teri Gomez
Requested Termination Date: End of June, 2013
Employment History:
Part Time Print Shop Assistant June, 1987 to September, 1989
Print Shop Assistant September, 1989 to Present

Wanda Holmes
Requested Termination Date: End of August, 2013
Employment History:
Part Time Print Shop Assistant August, 1981 to August, 1984
Print Shop Supervisor August, 1984 to Present

The Administration recommends that the individuals listed above be approved.

Recommendation
To approve the applications for voluntary early retirement submitted by Jan Torres, Dr. Martha Holloway, Leslie Punches, David Metz, Ellen Ventura, Eve Henderson, LaVonne Goich, Teri Gomez and Wanda Holmes.

Associate Vice President Budd gave an explanation of the early retirement applications. Secretary Chadey made a motion to approve the applications for voluntary early retirement as described above. The motion was seconded by Trustee Boettcher. Trustee Roth asked if changes would be made to the procedure to comply with recent changes at the state level. Vice President Kelsey said that this group would be the last eligible under the current policy and that the policy is currently moving through the revision process. The motion was approved by vote.

3. Approval of Employment Contract, Coordinator of Marketing & Public Information
The Human Resources Office conducted a national search commencing in December 2012 to fill the position of Coordinator of Marketing and Public Information. The Human Resources Office received 35 completed applications for this position. The Professional Standards Board conducted five telephone interviews and two on-campus interviews. The Professional Standards Board recommends that Mr. Christopher Sheid be offered this position. Mr. Sheid holds a Bachelor of Arts degree in Communication (print journalism) from Valparaiso University in Valparaiso, Indiana. Mr. Sheid is currently employed at Indiana University Northwest as the Director of Marketing and Communication.
He has held this position for three years. Prior to this, he was employed as a Communication Specialist at Valparaiso University for 3 years. Mr. Sheid’s contract details would be as follows: Annual Salary, $66,037.00 for a 12 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation
To offer an employment contract to Mr. Christopher Sheid of Hobart, Indiana for the position of Coordinator of Marketing and Public Information for the period March 18, 2013 through June 30, 2013.

Associate Vice President Budd gave an explanation of the proposed employment contract. Treasurer Spicer made a motion to offer an employment contract to Mr. Christopher Sheid as described above. The motion was seconded by Trustee Baxter. Trustee Roth asked what the initial placement would have been if the position was a faculty position. Associate Vice President Budd said that faculty positions are on a different placement plan than professional positions but that the beginning salary would likely be higher for a faculty position. Trustee Roth stated that he would like to see comparisons of initial placements for all professional positions in relation to initial placement for faculty positions. The motion was approved by vote.

4. Academic Leave Requests
Board Procedure 4520E provides for Academic Leave for faculty and professional/administrative employees. This procedure restricts the number of leaves to one (1) leave for every 15 faculty employees and one (1) leave for every 15 professional/administrative employees. This year there were five applications for Academic Leave, all five were submitted by faculty members. The Leave of Absence Review and Evaluation Committee completed its review of the applications and recommended to the President that the following leaves be granted during academic year 2013-2014:

Dr. Bud Chew:
Dr. Chew is requesting academic leave for one-half contract year at full salary to complete three projects:
- Using LabAuthor, a software enhancement to PowerLab, Dr. Chew will create three Anatomy and Physiology (A&P) labs for A&P I, three labs for A&P II, and three labs for Current Issues in Biology. Currently, the department is using ‘canned’ labs. These new labs will augment the existing lab experiences.
- Submit one original research manuscript, with WWCC INBRE research students as co-authors, for publication.

Mr. Chris Kennedy:
Mr. Kennedy has requested academic leave for one semester at full pay to write a concise, conversational, and economically-priced textbook for the Public Speaking course, COMM 1010, to be accepted for publication and adopted by communications instructors across the nation. Mr. Kennedy attended a
workshop this year with the author of a similar publication to identify opportunities for improved curricular materials and reduced cost to students.

Mr. Chris Propst:
Mr. Propst is requesting academic leave of one-half contract year at full salary to focus on the topic of research writing and how to teach it effectively to compliment the WWCC AQIP Project: “Raising the Bar: Excellent in Research Writing and Professional Development”. Mr. Propst will take two online graduate level English classes in the National University’s Composition and Rhetoric program and an online course from the Odyssey Writing Workshop.

Mr. Propst has been out of graduate school for fifteen years. These courses will serve as professional development in effective pedagogy within the creative writing classroom. He plans to implement new strategies in his own classroom as well as share knowledge learned with his colleagues to supplement the AQIP project.

Ms. Leesa Lee:
Ms. Lee has applied for academic leave for one-half contract year at full salary to take twelve credit hours toward a master’s of science in education. The set standard for faculty qualifications in the Office Information Systems department is a bachelor’s degree. Ms. Lee has taken 12 hours and is officially accepted into the program at the University of Wyoming. Ms. Lee states, “I have taken twelve credits toward the degree and found that my studies have enhanced my work already.”

Recommendation  
That the WWCC Board of Trustees approve Academic Leaves for Dr. Bud Chew, Mr. Chris Kennedy, Mr. Chris Propst, and Ms. Leesa Lee as partially described above and as fully described in the respective requests submitted by the candidates.

Dr. Leach gave an explanation of the proposed academic leaves. Secretary Chadey made a motion to approve academic leaves for the individuals described above. The motion was seconded by Trustee Baxter. Trustee Roth asked how coverage for positions would be handled. Dr. Leach stated that planning for coverage of current duties is a part of the application process. Treasurer Spicer asked for clarification on eligibility and duration of leaves. Vice President Kelsey said that an individual can apply once every seven years and that several options exist for the length of the leave and the associated salary. The motion was approved by vote with Trustee Roth abstaining.

VII. INFORMATION/PROPOSALS  
A. Visiting Delegations  
None

B. Questions/Media/Public  
None
C. President/Staff
Dr. Leach stated that President Obama mentioned a college scorecard in his state of the union address. Dr. Leach said that part of the scorecard dealt with tuition rates and that WWCC’s tuition has gone up 63% since 2007. Dr. Leach reminded the Board members that tuition rates are set by the Wyoming Community College Commission and individual colleges do not have the ability to change those rates. Dr. Leach stated that WWCC’s graduation rates are the highest in the state. Dr. Leach also said that our default rates are fairly high.

Associate Vice President Caldwell reported that WWCC has requested a change in our institutional listing with the Higher Learning Commission. Associated Vice President Caldwell said that our listing will be revised to reflect that 100% of our programs are available online. Trustee Roth asked what impact the revision would have on our accreditation. Dr. Leach said that there will be no change to our accreditation status but simply in how the institution is listed with the Higher Learning Commission.

D. Trustee Questions/Topics
Trustee Roth stated that the WACCT would hold weekly conference calls concerning WACCT Advocacy and encouraged all Board members to participate. Trustee Roth asked Ms. Frink to email the conference call information to all Board members.

President Honaker stated that Trustee Roth had been elected as President of the WACCT.

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

F. Executive Session - Legal/Personnel (Moved to follow Item V)

IX. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Room</th>
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<tbody>
<tr>
<td>Feb. 14</td>
<td>Regular Board of Trustees Workshop</td>
<td>3071</td>
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<tr>
<td>Feb. 14</td>
<td>Regular Board of Trustees Meeting</td>
<td>3060</td>
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<tr>
<td>Feb. 18</td>
<td>WWCC Holiday</td>
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<tr>
<td>Mar. 14</td>
<td>Regular Board of Trustees Workshop</td>
<td>3071</td>
</tr>
<tr>
<td>Mar. 14</td>
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<td>3060</td>
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X. ADJOURNMENT
Having no further business to act on, President Honaker adjourned the regular meeting at 9:20 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