Trustees Present:
Shannon Honaker, President
Thomas Spicer, Treasurer
Richard Baxter
Dick Boettcher

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

Trustees Absent:
Carla Budd, Assoc. VP for Administrative Services
George Eckman, Vice President
Javier Flores
Lynne Chadey, Secretary
Janice Grover-Roosa
Galen West
Tammy Register
Sarah Pauley
Jamie Young
DeeAnna Archuleta
Kasey Straube
Ken Wilbert
Doug Bunn
Sandy Mitchell
John Schneider
Peter Hanks
Kandy Frink

REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA
A. Call to Order
The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:38 p.m., Thursday, March 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 3 to the Consent Agenda and to approve the agenda as revised. The motion was seconded by Treasurer Spicer and was approved by vote.

II. REPORTS
A. Paraprofessional Association
Ms. Kasey Straube, Paraprofessional Association Chair, gave a brief report on behalf of the group. Ms. Straube said that the Paraprofessionals are excited to have a representative serve on the Executive Council. Ms. Straube also said that the group is considering reorganizing itself to create more involvement and accountability. Ms. Straube said that the reorganization effort is still in the research phase. Ms. Straube reported that the Paraprofessional Retention Committee has been working with the ACE-IT Center to host survival skills and also with the Student Development Center on depression, eating disorders and similar conditions. The Board thanked Ms. Straube for her report.
B. WWCC Senate
Ms. Tammy Register, WWCC Senate Chair, gave a brief report on behalf of the group. Ms. Register stated that the Senate is working on its program review and held a retreat on March 7. Ms. Register said that a problem statement and solutions were developed at the retreat. Ms. Register said that the problem statement concerned the current focus and operation of the group versus its established purpose and constitution. Ms. Register reported that solutions include: Updating and following the Senate’s constitution; Define & Communicate responsibilities of Senate members and Define & Communicate purpose. Ms. Register also reported that the GTS (Great Teacher’s Seminar) is continuing for the Spring semester. Ms. Register stated that Senate is pleased to have a representative on the Executive Council. Ms. Register went on to say that the Senate has some concerns regarding the new Dean of Instruction position and is happy to have a chance for input on the job description. The Board thanked Ms. Register for her report.

C. Hay Library
Ms. Janice Grover-Roosa, Hay Library Director, gave the annual departmental report to the Board. Ms. Grover-Roosa reported that the goal of the library last year was to market the library better and increase student usage. Ms. Grover-Roosa said that the goal this year is to increase accessibility, to make the library more welcoming. Ms. Grover-Roosa said that allowing food and drink inside the library is one of the ways they are making it more welcoming for students. Ms. Grover-Roosa presented figures on usage of the printed materials in the library, stating that the number of items circulated has increased each year since 2009. Ms. Grover-Roosa said that while all other Wyoming community colleges are seeing circulation numbers decline in their libraries, WWCC is still seeing increases and is ranked 2\textsuperscript{nd} in the state for items circulated. Ms. Grover-Roosa also said that WWCC has the biggest print collection with just over 136,000 items. Ms. Grover-Roosa also provided figures on usage for various databases. Ms. Grover-Roosa reported that the website for Hay Library had been updated with a minimalist design, including more icons and less text. Trustee Baxter asked why our printed circulation numbers are increasing when all others are declining. Ms. Grover-Roosa said that it is a collective effort and the reasons include the size of WWCC’s collection, the new librarian enticing students to use print material, holding classroom sessions on library use and a better job of promoting the library. Dr. Leach added that requiring research writing as part of the curriculum in all courses has likely had an impact. President Honaker asked for clarification on the classroom sessions. Ms. Grover-Roosa said that instructors invite library personnel into their classes to instruct the students on what services are available and how to access them. Ms. Grover-Roosa said that the library conducts 50 classroom sessions per semester on average. Trustee Baxter asked if sessions were held for new students. Ms. Grover-Roosa reported that video tutorials are provided as part of the students’ orientation for Mustang Cruiser and individual seminars are available in the library. The Board thanked Ms. Grover-Roosa for her report.

D. Financial Aid
Mr. Javier Flores, Director of Financial Aid, gave the annual report for the department. Mr. Flores reported that the Financial Aid department is now fully staffed and said that some plans from last year were delayed due to the staffing constraints in the office. Mr. Flores said that he is currently working on a joint venture with Rock Springs High School to make sure that students qualify for the Hathaway scholarship. Mr. Flores
said that plans for the upcoming year include holding financial responsibility workshops for students and revising the Financial Aid website. Mr. Flores said he also plans to introduce a more formal review of the processes and tasks in the department. Mr. Flores said that on a national level, available aid for the 2013-14 academic year should remain the same for Pell Grants but that the SEOG (Supplemental Educational Opportunity Grant) and work-study programs could see decreases of 7-8%. Trustee Boettcher asked how the Financial Aid department plans on marketing program based scholarships that have gone unutilized in the past. Mr. Flores said that the current practice is to transfer unused program based funds to other funds that are awarded and that all funds offered from the Foundation have been awarded. Trustee Boettcher asked if any specific marketing efforts would be made to see those funds utilized by their intended recipients. Mr. Flores said that marketing efforts for the non-traditional students would be increased but that the website will be the main tool for marketing the department. Treasurer Spicer asked for an explanation on need based aid versus merit based aid. Mr. Flores said that federal grants like the Pell grant are need based while the state funded Hathaway scholarship along with most institutional scholarships are merit based. Dr. Leach asked what the Financial Aid department is doing to help reduce the default rate for student loans at WWCC. Mr. Flores said that some of the duties for the new Student Services Representative are to individually call students in danger of defaulting which may help. Mr. Flores went on to say that the financial literacy workshops will also address the issue. Mr. Flores said that the national average for defaults is 18.2% while WWCC’s rate is 18.8%. Trustee Baxter asked what factors impact whether students take out loans. Mr. Flores said that the driving force is the cost of the education, stating that if the cost of the education exceeds what the student is awarded in grants or scholarships they use loans to cover the difference. President Honaker stated that she would like to see a comprehensive list of all available aid and the qualification requirements to be awarded that aid. President Honaker reminded Mr. Flores that she has asked for this publication multiple times. Mr. Flores said that the information is included in the WWCC viewbook and is also included in other college brochures. The Board thanked Mr. Flores for his report.

III. MINUTES
A. Approval
1. Treasurer Spicer made a motion to accept the minutes of the February 14, 2013 meeting as presented. The motion was seconded by Trustee Baxter and was approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Spicer moved to ratify the Clearing Accounts as designated in the amount of $2,507,696.62 and the Electronic Transfers as designated in the amount of $387,910.31 for a grand total ratification of $2,895,606.93. Motion 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>258822 through 259455</td>
<td>$1,594,181.13</td>
</tr>
<tr>
<td>Payroll</td>
<td>165107 through 165580</td>
<td>$243,453.40</td>
</tr>
<tr>
<td>Advices</td>
<td>025726 through 025925</td>
<td>$670,062.09</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$2,507,696.62</td>
</tr>
</tbody>
</table>
Electronic Funds Transfers

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

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$329,672.17</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
<td>$58,238.14</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bank to Bank Transfers**

0.00

**Investment Transfers**

0.00

Total Electronic Funds Transfers: $387,910.31

GRAND TOTAL FOR BOARD RATIFICATION: $2,895,606.93

(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. **Additional Salary, Degree Attainment, Nursing Instructor**

Ms. Mary Lisa Silcox has completed the course work and was awarded a Master of Science in Nursing – Education on February 12, 2013. Ms. Silcox is employed by the College as an Instructor of Nursing. Ms. Silcox is requesting this degree be considered for additional pay due to her educational achievement. College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee who unanimously recommended approval and found her degree to be position related, therefore, warranting additional remuneration.

Recommendation

That the Board of Trustees approve additional annual compensation in the amount of $1640.00 for the completion of a Master of Science in Nursing – Education for Ms. Silcox.

2. **Acceptance of Applications for Deposit of Public Funds**

Wyoming State Law requires that College funds be deposited in a financial institution that has been accepted as an official depository by the Board of Trustees. The financial institutions are required to make formal application. The Administration has received applications from the following financial institutions: 1st Bank, Bank of Commerce, Bank of the West, Commerce Bank, Rawlins National Bank, RSNB, State Bank, US Bank, Wells Fargo and Rocky Mountain
Bank. All of our outreach locations are served by one or more of the above-listed banks.

**Recommendation**
To accept the above-named financial institutions as official depositories of public funds for Fiscal Year 2013-14.

3. **Annual Extinguishment of Bad Debts**
State law provides that public entities must adopt procedures regarding the collection and extinguishment of bad debts. The College has adopted such procedures and has implemented them for many years. These procedures provide direction for discharging debts due the College, which the College deems uncollectible. On an annual basis, the Administration presents to the Board a listing of debts due the College which, for various reasons, have been deemed to be uncollectible. By extinguishing debts, the accounts receivable of the College are “cleaned up” on an annual basis. These debts, though deemed uncollectible, are still owed the College and in most cases have been turned over to the collection agency for action. When one of these debts is collected, it is credited to the College’s “unanticipated revenue” account. The Board was provided with a listing of debts the Administration is showing as uncollectible. The total deemed to be uncollectible is $71,504.11, which represents primarily the fall and spring semesters of 2010. There are also some very old (FY 1992 vintage) accounts receivable balances which the Director of Finance discovered in the Auxiliary Fund (Food Services & Housing) which should be extinguished totaling $9,759.55. These are the last of the “old” bad debts to be extinguished. In FY 2012, the Board extinguished $41,420.78 in bad debts; in FY 2011 the total was $42,906.92; in FY 2010, the total was 35,650.99; and in FY 2009 the total was $45,401.85. The bad debt total, as a percentage of tuition collected, is about 1.7% and is well within the “industry standard” as reported by Dr. Jackie Freeze. This percentage, however, is somewhat higher than it has been for the past several years. Over the past few years, the bad debt total, as a percentage of tuition collected, has been a littl more than 1.1%. The local collection agency reports that its overall collection rate (College plus all other entities) has been steadily decreasing since 2009. Moreover, recent literature published by the National Center for Higher Education Management Systems (NCHEMS) indicates that uncollectible tuition is rising across the nation. Perhaps this is due to the weak economy and/or other cultural factors. In recognition of the upward trend in uncollectible tuition, the disbursement process used in the WWCC Financial Aid Office has been tightened by not disbursing credit balances until later in the semester and also the payment process for international students has been tightened allowing less time for them to pay what they owe.

**Recommendation**
To declare the bad debts totaling $71,504.11 and the FY1992 year-end Auxiliary Fund accounts receivable totaling $9,759.55 as uncollectible and to discharge and extinguish them as an accounts receivable of the College.
4. Approval of Utility Line Easements (Moved from New Business Item 3)

In connection with the construction of the new Workforce Training Building, it is necessary for the College to grant three utility easements. One easement is associated with a water line and needs to be granted to the Joint Powers Water Board. Another easement is associated with an underground power line and needs to be granted to Pacificorp (Rocky Mountain Power). The third easement is associated with cable TV, telephone, fiber optics and related purposes and needs to be granted to Sweetwater Television Company. The legal descriptions have been prepared by JFC Engineers and have been provided to the Board. All three entities have approved the language contained in the easements. The College’s legal counsel, Galen West, has prepared the easement documents and associated resolutions. Mr. West was at the Board meeting to answer any questions the Board had regarding these easements. These easements must be approved and filed before any utility work can be done in the area.

Recommendation
To approve the following Resolutions:

A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO GRANT A PERPETUAL EASEMENT FOR AN UNDERGROUND WATER LINE AND APPURTENANCES TO THE CITY OF ROCK SPRINGS-CITY OF GREEN RIVER-SWEETWATER COUNTY JOINT POWERS WATER BOARD;

AND

A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO GRANT A POWERLINE EASEMENT TO PACIFICORP, AN OREGON CORPORATION, DBA ROCKY MOUNTAIN POWER;

AND

A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO GRANT AN EASEMENT FOR AN UNDERGROUND ELECTRIC TRANSMISSION AND DISTRIBUTION LINE AND CABLE TELEVISION AND FIBER OPTIC LINES TO SWEETWATER TELEVISION COMPANY.

Trustee Boettcher made a motion to approve the recommendations from Administration on the Consent Agenda. The motion was seconded by Treasurer Spicer and was approved by vote.

C. New Business
1. Approval of Audit Contract

Earlier this year the Board Audit Committee met and discussed plans for future College financial and compliance audits as the current contract with Hansen, Barnett, and Maxwell has expired. After discussion, the Board Audit Committee decided to direct the Administration to work with Hansen, Barnett, and Maxwell to structure a new two year contract. The proposed audit contract would cover
the fiscal years 2012-13 and 2013-14. The audit firm has appointed a new engagement partner for WWCC’s audit, Ross Youngberg, who is scheduled to replace Paul Skeen who has been our audit engagement partner for the past several years. When retaining a firm for a relatively long time, it is good practice to periodically change the audit engagement partner and the audit project manager. The audit project manager, Rob Summers, is fairly new to Western having served as project manager for Western for only one year. The Administration feels good about that fact that the new engagement partner will bring “new eyes” to the audit. The College’s Director of Finance, Debbie Baker, carefully reviewed the procedures used by the audit firm and believes that they did a thorough job auditing the FY 2012 records. The cost of the proposed audit contract has increased somewhat over the past two year contract amount, from $65,800 to $72,450. The Administration believes the cost of the proposed audit contract is very reasonable, compared with what the other six community colleges in Wyoming pay for audit services. In fact, Western’s audit costs are the lowest of the seven community colleges in Wyoming and will remain so over at least the next two year period. The average audit cost among the colleges for the FY 2012 audit was a bit over $57,000.

Recommendation
To retain the services of Hansen, Barnett, and Maxwell, P.C., Salt Lake City, Utah to perform the annual financial and compliance audit for FY 2012-13 and FY 2013-14 in accordance with their proposal as submitted.

Treasurer Spicer gave a brief explanation of the proposed audit contract and then made a motion to approve the contract. The motion was seconded by Trustee Boettcher. President Honaker asked what the time frame was for engaging a new auditing firm according to industry best practices. Treasurer Spicer said that 10 years is the accepted time frame. The motion was approved by vote.

2. Consideration of Bids, College Drive Land Parcels
At the February meeting of the Board of Trustees, the Board voted to authorize the Administration to seek competitive bids for two parcels of surplus land along College Drive. The minimum bid price for the two parcels was set at $140,000. The land parcels were duly advertised and “For Sale” signs were placed on the parcels. Bids were opened on Wednesday, March 13th at 8:30 a.m. Only one bid was received as follows: Hilltop Properties, LLC, San Mateo, CA in the amount of $160,000. The Board was provided with a letter from Mr. John Schneider describing the purchaser’s intent to develop the property for the purposes set forth in the letter. The bid is contingent on the property being rezoned to accommodate the intended use. The property would need to be rezoned to B-2 and a Conditional Use Permit will also be required. The Administration will work with the College’s legal counsel to prepare the necessary legal documents to complete the transaction.

Recommendation
To accept the bid from Hilltop Properties, LLC, in the amount of $160,000 for the two parcels of land along College Drive as advertised, subject to the land being re-zoned to B-2 and subject to a conditional use permit being granted to
meet the zoning requirements of the City of Rock Springs for the intended use of the property; and further, to direct the Administration to work with the City of Rock Springs and the purchaser to request the required zoning change and conditional use permit; and further, to direct the Administration to work with the College’s legal counsel to prepare the necessary legal documents to complete the transaction.

Vice President Kelsey gave a brief explanation of the bid and the proposed land sale. Trustee Boettcher stated that the Board’s real estate committee concurs with the recommendation from Administration. Treasurer Spicer made a motion to accept the bid from Hilltop Properties, LLC and to direct the Administration to work with the City of Rock Springs, the purchaser and College legal counsel to complete the transaction as described above. The motion was seconded by Trustee Baxter and was approved by vote.

3. Approval of Utility Line Easements (Moved to Consent Agenda)

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Dr. Leach reported that WWCC hosted the state spelling bee during the weekend of March 9, and is also hosting the state speech tournament which started on March 14. Dr. Leach said that Ms. Carole Shafer took the lead on the speech tournament.

   Dr. Leach stated that Governor Mead would be on campus to speak at a Welcome Home event for veterans on April 1st. The Governor will speak at 4:00 p.m.

   Dr. Leach stated that Ms. Ester George, Director of the Federal Reserve Bank, would give a presentation on campus on May 9.

   Associate Vice President Caldwell gave the Board copies of the Key Performance Indicators stating that the Data Advisory Group worked on the indicators and they were approved by the Executive Council. Associate Vice President Caldwell said that the indicators were identified through a variety of sources. Associate Vice President Caldwell said that the next step will be to identify a metric and then to set benchmarks.

   Associate Vice President Caldwell reported that WWCC had received recognition at the recent AQIP strategy forum.

   Vice President Kelsey reported that WWCC had invited OSHA inspectors to campus to do a voluntary review of our operations. Vice President Kelsey said that while the inspectors were impressed with WWCC, they did find several minor issues. Vice President Kelsey said that 98% of the issues have already been corrected.
D. **Trustee Questions/Topics**
   None.

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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 14</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td></td>
<td>Room 3071</td>
</tr>
<tr>
<td>Mar. 14</td>
<td>Regular Board of Trustees Meeting</td>
</tr>
<tr>
<td></td>
<td>Room 3060</td>
</tr>
<tr>
<td>Mar. 21-23</td>
<td>ACCT Governance Leadership Institute</td>
</tr>
<tr>
<td>Mar. 29</td>
<td>WWCC Holiday – Offices Closed</td>
</tr>
<tr>
<td>Apr. 1</td>
<td>WWCC Holiday – Offices Closed</td>
</tr>
<tr>
<td>Apr. 9</td>
<td>Board Budget Workshop</td>
</tr>
<tr>
<td></td>
<td>Room 3071</td>
</tr>
<tr>
<td>Apr. 11</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td></td>
<td>Room 3071</td>
</tr>
<tr>
<td>Apr. 11</td>
<td>Regular Board of Trustees Meeting</td>
</tr>
<tr>
<td></td>
<td>Room 3060</td>
</tr>
<tr>
<td>Apr. 19</td>
<td>WCCC Meeting</td>
</tr>
<tr>
<td></td>
<td>Riverton</td>
</tr>
</tbody>
</table>

VIII. **ADJOURNMENT**

Having no further business to act on, President Honaker adjourned the regular meeting at 9:01 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